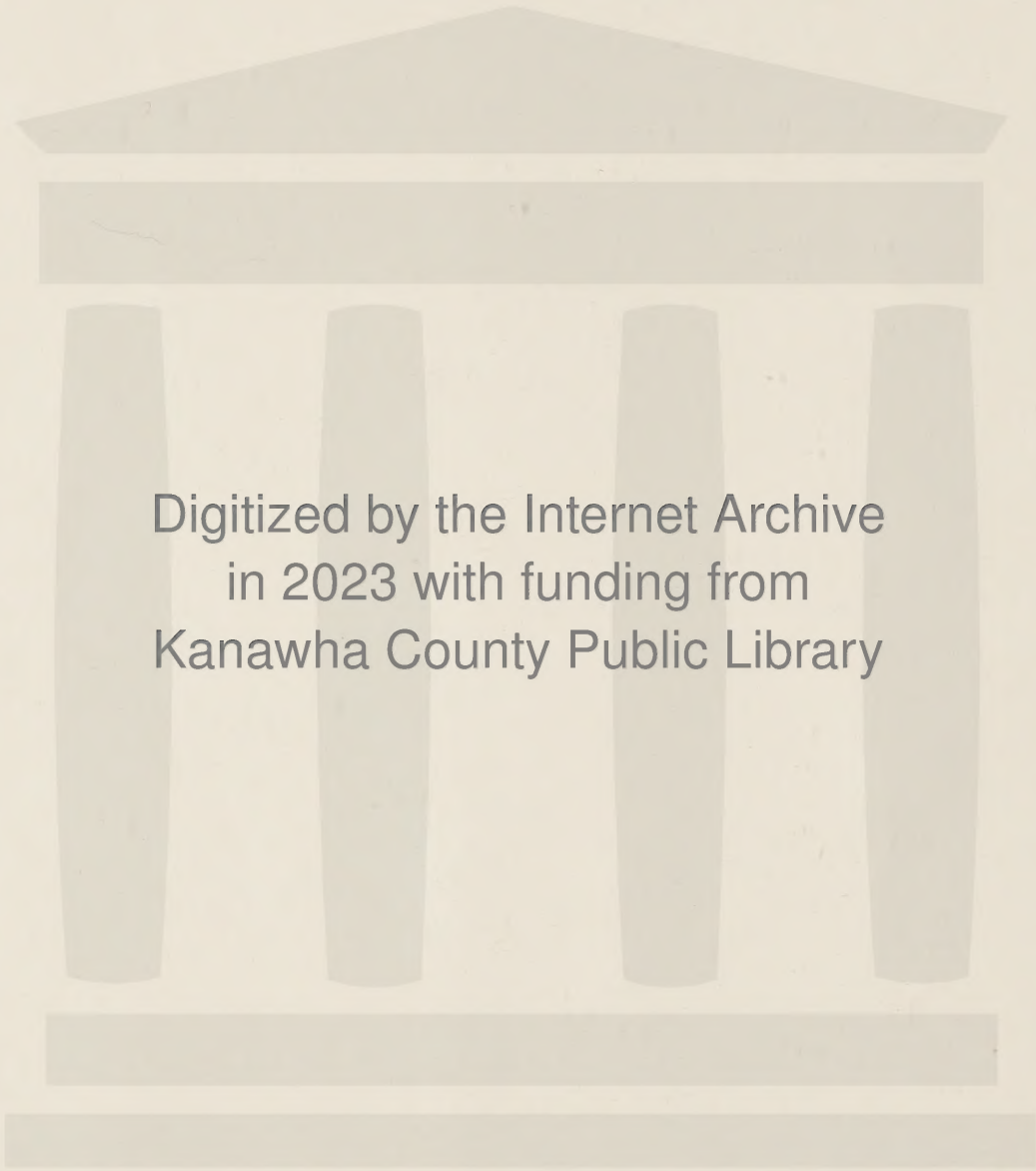
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Minutes 8/15/88 - 7/9/90

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 15, 1988

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on August 15, 1988 at 3:30 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Dr. Bannerot
Mr. Ellis
Mrs. Glasser
Mr. Kauffelt
Mrs. Rugeley
Mr. Santrock
Mrs. Smith
Dr. Wallace

Also present were Ms. Wright, Library Director, Mr. Joel Stern, Assistant Director, and Miss Lorena Ammar, Administrative Assistant.

Mr. Ray, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the July 11, 1988 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 374 ($7,405.19) and General Bills List No. 374 ($81,378.85) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Glasser, seconded by Mrs. Rugeley, that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 372 ($955.55) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Glasser, seconded by

Mrs. Rugeley, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of July, 1988. Included were the following:

> The new acquisitions system software has been installed and is up and running. We have received a disc from the Virginia Beach Public Library, also a VTLS user, that now allows us to enter records into the database in batch mode rather than one by one.
>
> Circulation of videos in the branches began back in June. The circulation of videos in July doubled over that of June due to publicity about this new service. Also we have been able to take advantage of a special program funded by the McArthur Foundation which made $60,000 worth of PBS documentaries in video format available to public libraries for $6,000.
>
> We offered two half day workshops in July about our foundation materials to representatives of various non-profit agencies here in the County as well as from other parts of the State. These sessions were conducted by Elizabeth Fraser of our Reference Services staff.
>
> The various vacancies amongst our staffing complement continue to make staffing almost a daily situation requiring reassigning staff to keep a desk or branch adequately covered. Alice Riecks, who has been working as a part-time librarian in Adult Services, has been promoted to Branch Librarian in Cross Lanes. We received the resignation of Beth Hand, Children's Librarian and Mary Horn, Sissonville Branch Librarian, in July. We had 12 full-time positions and several part-time positions open as of August 1 of which three were for professional librarians.

Reports of Committee.

Support Services Committee. Mr. Santrock, Chair, reported that the Committee met on July 28, 1988 in the Board Room of the Library to consider a request from the Sissonville Historical Awareness Committee to erect a monument on the grounds of the Sissonville Branch Library to commemorate the Kanawha County Bicentennial. There was some discussion on the monument's location, its cost, landscaping of the area and responsibilities for ongoing maintenance and security.

After discussion, upon motion of Mr. Santrock, seconded by Dr. Wallace, it was unanimously

RESOLVED, That Sissonville's Historical Awareness Committee be granted its request to erect a granite monument commemorating the Kanawha County Bicentennial on the grounds of the Sissonville Branch Library at no cost to Kanawha County Public Library; and

FURTHER RESOLVED, That the Kanawha County Public Library Director be given authority to accept or reject proposed locations of the monument on the site.

Motion carried.

Personnel Committee.

Administrative Services Officer. Dr. Bannerot, Chair, reported that the Committee had met to consider the applications for the position of Administrative Services Officer. The Selection Committee consisted of Mrs. Rugeley, Mr. Ellis, Joel Stern and Linda Wright. Four candidates were interviewed by the Selection Committee out of approximately 25 applications received. He reviewed in some detail personal and professional qualifications of Dr. Frederick D. Ranson, whose employment is recommended by the Committee.

Upon motion of Mr. Ellis, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That Frederick D. Ranson be employed effective August 29, 1988, as Administrative Services Officer at an annual salary of $36,940.00.

Motion carried.

Personnel Manager. Dr. Bannerot, Chair, reported that the Committee, consisting of Dr. Bannerot, Joel Stern and Linda Wright with the assistance at times during the process of Mrs. Rugeley, Mrs. Smith and Daisy Stemple, had met to consider the applications for the position of Personnel Manager. Five candidates were interviewed by the Committee

out of the approximately 75 applications received. He reviewed the personal and professional qualifications of Ms. Marsha Holliday in some detail, whose employment is recommended by the Committee.

After discussion, upon motion of Dr. Bannerot, seconded by Mrs. Smith, it was unanimously

RESOLVED, That Marsha Holliday be employed, effective September 7, 1988, as Personnel Manager at an annual salary of $26,797.00.

Motion carried.

Financial Affairs Committee. Mr. Ellis, Chair, reported that the Financial Affairs Committee met on August 4, 1988 to discuss the following topics: (1) shortfall of requested 1988/89 contributions from the Town of Glasgow and the Town of Marmet, respectively; (2) estimated current cash balance and the projected cash balance as of June 30, 1989; (3) additional State Grant-In-Aid; and (4) Capital improvements and repair and maintenance purchase requests.

Projected End-of-the-Year Cash Balance for 1988/1989. Mr. Ellis reported that Mr. Stern is projecting the cash balance at the end of the fiscal year 1988/1989 at about $287,000.00. He stated Mr. Stern's recommendation: that we always have on hand a minimum of one month's operating expenses, about $250,000.00 at current levels of operation.

Additional Grant-In-Aid. Mr. Ellis stated that additional State Basic Grant-In-Aid income of $86,178.00 is expected for 1988/1989. He stated this is the difference between the $2.98 per capita now anticipated and the $2.58 used in the 1988/1989 Budget approved at the February 15, 1988 meeting. He presented a schedule showing proposed additional 1988/1989 expenditures. Copies were distributed to members present.

After discussion, upon motion of Mr. Ellis, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the additional projected FY 1988/89 State Grant-In-Aid in the amount of $86,178.00 greater than now included in the Library's FY 1988/89 Budget, be allocated as follows:

$ 2,693.00	Pro rata "pass through" to Nitro
14,453.00	Clerical Salaries, Lucy Frazier, Clendenin*
2,168.00	Fringe Benefits, Clendenin*
3,000.00	Library Materials, Clendenin*
3,379.00	Other Expenses, Clendenin*
5,000.00	Library Materials
5,000.00	Repairs and Maintenance
10,000.00	Capital Improvements
40,485.00	Reserve for new Bookmobile
$86,178.00	Total

*contingent on branch status for Clendenin being approved on or before September 30, 1988.

Motion carried.

Purchase of Capital Improvement and Repair and Maintenance Items. Mr. Ellis reported that the Library Director had prepared a list of capital improvement and maintenance and repair items to be purchased out of the Capital Improvement account and the Repairs and Maintenance account. He reviewed the items recommended for purchase which can be covered by the balances in the appropriate budget accounts. The list includes microfilm storage cabinets, replacement of microfilm readers, a replacement of a microform reader/printer, a replacement of a postage meter, replacements of bar code readers and replacement of carpeting. Mr. Ellis stated the Committee recommends the purchase of the said list as prepared by the Library Director.

After discussion, upon motion of Mr. Ellis, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That the purchase of the following items be authorized:

Item	Account to be Charged	Cost not to exceed
3 Microfilm storage cabinets	Improvements	$ 4,500.00
3 Microfilm readers	Improvements	$ 4,500.00
1 Microform reader/printer	Improvements	$ 8,000.00
1 Postage meter	Improvements	$ 4,500.00
12 Bar code readers	Improvements	$ 7,500.00
Carpeting replacement	Repairs & Maintenance	$10,000.00

and

FURTHER RESOLVED, That the Library Director is authorized to proceed with purchase of such of the above items available through State contracts, where appropriate; and

FURTHER RESOLVED, To proceed with purchase of such remaining items costing less than $3,000.00 by obtaining at least two written quotations; and

FURTHER RESOLVED, That the Library Director is authorized to develop specifications and proceed with the bid process for such of the remaining above items costing more than $3,000.00.

Motion carried.

Long Range Planning Committee.

Clendenin Public Library. Mr. Ray summarized our recent negotiations with Clendenin Public Library's Board for its facility to become a full branch of Kanawha County Public Library. He said that a basic agreement in principle had been reached, as evidenced by a formal written Agreement that is now ready for signature after a few minor

language changes. Mr. Ray read salient portions of the proposed Agreement which provides, among other things, that

a. Kanawha takes title to all property of Clendenin except the photocopy machine;

b. Clendenin will contribute annually to Kanawha per the municipal formula;

c. Kanawha's optional responses in the event of Clendenin's contribution shortfalls are spelled out.

d. Full authority is assigned to Kanawha to determine hours, scope of service, etc., with input from Clendenin's Advisory Board.

There was discussion.

Afterwards, upon motion of Dr. Wallace, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That the President of the Kanawha County Public Library Board be authorized to sign the proposed Agreement with the Clendenin Public Library Board, including minor language changes, for the purpose of incorporating the Clendenin facility as a full branch of Kanawha; and

FURTHER RESOLVED, That a final copy of the Agreement be appended to the Minutes of the Meeting.

Motion carried.

Easement. Mr. Ray reported that the Long Range Planning Committee had met to consider the request by a prospective developer of our neighboring "old KB&T Building" to acquire access to a 10' x 80' portion of the Library's abutting Walkway. The developer's plan is to renovate the building into a small, semi-residential hotel to which our Walkway strip would provide access for loading and unloading at the rear of the building. The developer has proposed paying $200.00 per month for its use.

A discussion ensued that touched on possible public liability hazards, concerns for the ability of the Walkway to hold up under truck use, the desirability of helping in the effort to rebuild Capitol Street, the need for gaining a clearer understanding from the developer of the exact purposes to which the Walkway access would be put, and the time period involved in such arrangements.

It was the general consensus that the Board needed more detailed information before reaching a decision. At the conclusion, Mr. Ray said that his Committee would report back to the Board after obtaining more information.

Glasgow Contribution Shortfall. Mr. Ray reported that Mayor Tucker of Glasgow had stated orally that the Town of Glasgow could not or would not contribute $1,500.00 in fiscal 1988/89 in support of Glasgow Branch Library as we had requested of them in writing. This amount was specified by our Board in its resolution of September 14, 1987. Mr. Ray stated that we should be consistent with our response to an earlier St. Albans shortfall, advising them that the Library will reduce 1988/89 expenditures for library materials at the Glasgow Branch by $1,500.00.

After discussion, upon motion of Mr. Santrock, seconded by Dr. Wallace, it was unanimously

> RESOLVED, That the Library Director be directed to reduce the 1988/89 Library Materials budget for Glasgow Branch Library by $1,500.00.

Motion carried.

Town of Marmet Contribution Shortfall. Mr. Ray reported that the Library Director had received a letter, dated March 22, 1988, indicating that the Town of Marmet would contribute only $4,000.00 in support of

the 1988/89 Marmet Branch operations. This $4,000.00, the same amount as contributed in 1987/88, is a $1,459.00 shortfall from the $5,459.00, determined per the municipal formula, that we requested of them in our March 4, 1988 letter. Mr. Ray stated that it was advisable--and consistent with the earlier St. Albans precedent--to reduce expenditures at Marmet Branch equal to the income reduction.

After discussion, upon motion of Dr. Bannerot, seconded by Mrs. Rugeley, it was

> RESOLVED, That the Library Director be directed to reduce the materials budget for Marmet Branch Library by $1,459.00 and to advise the Town of Marmet accordingly by letter.

Motion carried.

Town of Glasgow Rent Request. Mr. Ray reported that the Library received a July 20, 1988 letter from Glasgow's Mayor Tucker, on behalf of his Council, asking the Library to resume a five-day a week schedule or the Town would begin to charge a $200.00 per month rental for Glasgow Branch Library's 700 square foot space in the Glasgow City Building. This request appears to be a response to our cut in public hours at Glasgow Branch Library, effective June 6, 1988, as specifically approved by our Board at its May 8, 1988 meeting.

Mr. Ray, continuing, said that he, the Library Director and Ms. Danny McMillion, Glasgow Branch Manager, appeared at the August 1, 1988 meeting of the Glasgow Town Council to present the reasons for the cut in public hours at the Glasgow facility. Mr. Ray also stated at that meeting that Glasgow's request for rent is contrary to the old Kanawha County Public Library-Town of Glasgow Agreement and,

further, that there is no provision for such payment in the Library's adopted budget for 1988/89.

After a discussion, involving the rent request, the matter of restoring part or all of the public hours cut and the related $1,500.00 shortfall, upon motion of Mrs. Smith, seconded by Dr. Wallace, it was

RESOLVED, That the Library Director be instructed to write a letter to the Town of Glasgow indicating that we would not pay the $200.00 per month rent for the Library's occupancy in the Glasgow Building as requested and that the present hours of service at Glasgow Branch Library would not be changed at this time.

Motion carried.

NEW BUSINESS

Memorial for Dewey E. S. Kuhns. Mr. Ray read a proposed resolution, and upon motion of Mrs. Glasser, seconded by Mrs. Smith, the following resolution was adopted unanimously:

DEWEY E. S. KUHNS

WHEREAS, It is with deep sorrow and profound regret that we record the death of Dewey E. S. Kuhns on July 12, 1988; and

WHEREAS, Dewey E. S. Kuhns, businessman, former sheriff and county commissioner, and community leader served his community and this institution with devotion, generosity, enthusiasm and honor; and

WHEREAS, Dewey E. S. Kuhns rendered distinguished service to Kanawha County Public Library as a member of its Board of Directors from April, 1975 until his death; and

WHEREAS, Dewey E. S. Kuhns worked diligently and well for the improvement of library service; and

WHEREAS, The wise counsel of Dewey E. S. Kuhns will be missed, particularly on matters involving the Library's relations with other public bodies; and

WHEREAS, In this the first meeting since the death of our friend and fellow member, the Library Board of Directors wishes to give expression of its sense of loss; and

THEREFORE BE IT RESOLVED, That this resolution of tribute and remembrance be spread upon the minutes of this meeting and that a copy be transmitted to the family of Dewey E. S. Kuhns, to whom we extend sincere and heartfelt sympathy.

Motion carried.

Retirement of Mary Jo Jackson. Dr. Bannerot reported that Mrs. Mary Jo Jackson, Clerk I in the Circulation Department, has announced that she plans to retire on August 31, 1988. He stated that Mrs. Jackson has worked at the Library for 20 years. Mr. Ray read a proposed resolution, and upon motion of Mrs. Smith, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That the Board of Directors of Kanawha County Public Library records with regret the retirement effective August 31, 1988 of Mary Jo Jackson as Clerk I; and

RESOLVED, That the Library expresses its appreciation for her 20 years of conscientious and competent service in the Adult Services Department; and

RESOLVED FURTHER, That this resolution be spread upon the minutes of this meeting and that a copy be pesented to Ms. Jackson.

Motion carried.

Retirement of Sara Louise Meadows. Dr. Bannerot also reported that Mrs. Sara Louise Meadows, Clerk I in the Circulation Department, has announced that she plans to retire on August 31, 1988. He stated that Mrs. Meadows has worked at the Library for 22 years. Mr. Ray read a proposed resolution, and upon motion of Dr. Bannerot, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That the Board of Directors of Kanawha County Public Library records with regret the retirement effective August 31, 1988 of Sara Meadows as Clerk I; and

RESOLVED, That the Library expresses its appreciation for her 22 years of conscientious and capable service in the Adult Services Department; and

RESOLVED FURTHER, That this resolution be spread upon the minutes of this meeting and that a copy be presented to Ms. Meadows.

Motion carried.

There being no further business, the meeting on motion adjourned.

John Ray
President

Linda D. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 12, 1988

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on September 12, 1988 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Dr. Bannerot
Mrs. Chilton
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Mrs. Rugeley
Dr. Wallace

Also present were Ms. Wright, Library Director, and Miss Lorena Ammar, Administrative Assistant.

The President welcomed Dr. Frederick D. Ranson, Administrative Services Officer and Ms. Marsha Holliday, Personnel Manager, and Ms. Daisy Stemple, Chief Children's Services. Dr. Ranson and Ms. Holliday both responded that they look forward to working at Kanawha County Public Library.

The minutes of the August 15, 1988 meeting were approved.

Correspondence

The Library Director read a letter of resignation dated August 18, 1988 from Board member, Parker K. Smith, Jr., who was transferred to Washington, D. C. The letter reads as follows:

August 18, 1988

Ms. Linda G. Wright, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

Dear Ms. Wright:

It is with regret that I must tender my resignation as a member of the Board of Directors of the Kanawha County Public Library. My recent transfer to Washington, D. C. will naturally make any sort of active participation all but impossible.

I have greatly enjoyed my association with all of you and look forward to renewing it at some point in the future.

With every best wish for the continued success of the Kanawha County Public Library I remain -

Yours sincerely,

/s/

Parker K. Smith, Jr.

Approval of Bills. The Library Director submitted Book Bills List No. 375 ($26,372.49) and General Bills No. 375 ($41,241.95) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Glasser, seconded by Mr. Kauffelt, that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 373 ($1,018.66) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Glasser, seconded by Mr. Kauffelt, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of August, 1988.

Included were the following:

The Library held several different events during Regatta: the annual book sale which resulted in $2,300.00; the daily film showings; and three presentations with an attendance of 150 of the slide program "On the Great Kanawha" which was developed by Doug Goebel and for which we received a grant from the West Virginia Humanities Foundation.

August also saw the favorable conclusion of a long term court case we had pending against the West Virginia Department of Employment Security in which it was our contention we were wrongfully charged for compensation claims awarded to a former employee, Jimmy George. Mr. Ray's firm pursued the matter on the Library's behalf.

A security system like the one used at Charleston has been installed at the St. Albans Library. The equipment was purchased by the St. Albans Library Board and Kanawha County Public Library purchased the targets needed for each book and paid for some minor remodeling needed to accommodate this system.

The West Virginia Library Commission has expanded its financial assistance for public library automation programs. In the past they have reimbursed libraries for up to forty percent of the cost of any computer hardware purchased in connection with running the VTLS software. We received word in August that they will now cover the entire cost of the basic annual Hewlett Packard hardware and VTLS software maintenance agreements. This will result in a current annual savings to Kanawha County Public Library of approximately $13,000.00.

In August we had the retirement of three individuals including Joel Stern, Assistant Director. We received notification from Peg Walker, Audio-Visual Librarian, of her intent to retire as of the end of November. Ads have been sent to various national professional publications to again try to recruit applicants for our various professional vacancies. Because of the gap between deadlines and publication we will not see any potential results from these advertisements until the latter part of October.
Upon his retirement Joel Stern left the Library with a gift of $500.00 for the purchase of foreign-directed/foreign produced films on videocassettes.

Reports of Committees.

Financial Affairs Committee

Reserve Balance. In the absence of Mr. Ellis, Chairman, the Library Director reported that it was necessary to create a reserve balance in the amount of $7,831.00 for the purpose of carrying forward this sum in order to make payments in 1988/1989 on obligations made during the fiscal year 1987/1988.

After discussion, upon motion of Mr. Kauffelt, seconded by Mr. Moss, it was

RESOLVED, That certain balances specifically authorized to be spent in the fiscal year 1987/1988 but not actually spent in that year be carried forward and paid after July 1, 1988 in the amount of $7,831.00 and that the sum of $7,831.00 be added to the budget for the fiscal year 1988/1989, as follows:

Nitro-Personnel Services	$1,190.15
Long Range Planning Project	6,640.85
Total	$7,831.00

Motion carried.

Long Range Planning Committee.

Clendenin Library. Mr. Ray reported that the Library had received the Agreement from the Clendenin Public Library signed by the President of the Clendenin Library Board. He also informed the Board that all the other documents that were needed from the Clendenin Library had not yet been received. The transfer of the title and personal property remains to be done. Mr. Ray stated that the Agreement needed to be concluded by September 30, 1988.

Easement. Mr. Ray reported that there has been no further developments in relation to the Kanawha Banking and Trust Building. He had received a telephone call from the attorney. Mr. Ray stated another Long Range Planning Committee meeting was needed to which the developer would be invited to make a presentation about his proposal.

Glasgow Branch Library. Ms. Wright reported that she had no contact from the Glasgow Branch Library concerning the letter the Board had directed to be sent in response to the City's request to revert to a five day per week operation or pay rent. She said the Library is still operating on a three-day per week schedule.

Library Board Membership Committee. Mrs. Rugeley, Chair, reported that the Committee met on August 22, 1988 and at 3:30 p.m. prior to the regular Board meeting on September 12, 1988 to discuss candidates to fill the three unexpired terms on the Library Board that were created by the resignation of Arthur Fisher and Parker K. Smith, Jr., and by the death of Dewey E. S. Kuhns. The Committee consists of Dr. Bannerot and Ms. Chilton.

Mrs. Rugeley stated that the Committee recommended that Mr. M. Darrell Ralston of Sissonville, West Virginia, fill the unexpired term of Dewey E. S. Kuhns ending June 30, 1991. Mr. Ralston is active in the Sissonville Community and serves as Treasurer of the Sissonville Library Board. He is a past PTA President and is the immediate Past President of the Sissonville Branch Library.

Following discussion, upon motion of Mrs. Rugeley, seconded by Mrs. Glasser, it was moved that M. Darrell Ralston be nominated to fill the unexpired term of Arthur Fisher ending June 30, 1991. Motion carried.

Easement. Mr. Ray reported that there has been no further developments in relation to the Kanawha Banking and Trust Building. He had received a telephone call from the attorney. Mr. Ray stated another Long Range Planning Committee meeting was needed to which the developer would be invited to make a presentation about his proposal.

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Mrs. Rugeley stated that the Committee recommended that Mr. M. Darrell Ralston of Sissonville, West Virginia, fill the unexpired term of Arthur Fisher ending June 30, 1991. Mr. Ralston is active in the Sissonville Community and serves as Treasurer of the Sissonville Library Board. He is a past PTA President and is the immediate Past President of the Sissonville Branch Library.

Following discussion, upon motion of Mrs. Rugeley, seconded by Mrs. Glasser, it was moved that M. Darrell Ralston be nominated to fill the unexpired term of Arthur Fisher ending June 30, 1991. Motion carried.

Mrs. Rugeley also presented the name of Mrs. Freddie Davis (Mrs. J. Horner Davis, IV) to fill the unexpired term of Parker K. Smith, Jr., ending June 30, 1992. She stated that Mrs. Davis is currently on an extended leave from Prudential-Bache where she was an Account Executive and Financial Planner. Mrs. Davis is the founder and first President of the Charleston Women's Forum, past President of the YWCA Board of Directors and currently serves as District Commissioner for the Davis Creek Pony Club.

Following discussion, upon motion of Mrs. Rugeley, seconded by Mr. Kauffelt, it was moved that Mrs. Freddie Davis be nominated to fill the unexpired term of Parker K. Smith, Jr., ending June 30, 1992.

It was reported that the Committee is presently working on finding a representative from the eastern area of the County to fill the third vacancy.

The Library Director was then instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly appointed.

NEW BUSINESS

Appointment of Assistant Secretary/Assistant Treasurer. Mr. Ray stated that Joel Stern had served as Assistant Secretary and Assistant Treasurer, and upon his resignation, a vacancy existed in those offices. He further stated that it would be appropriate for the Administrative Services Officer, Dr. Frederick D. Ranson, be appointed to fill the office of Assistant Secretary/Assistant Treasurer for the remainder of the fiscal year ending June 30, 1989.

Upon motion of Mr. Moss, seconded by Dr. Wallace, it was unanimously

> RESOLVED, That Frederick D. Ranson be appointed to the office of Assistant Secretary/Assistant Treasurer, respectively, of Kanawha County Public Library, to complete the unexpired term of Joel Stern for the balance of the current 1988/89 fiscal year or until his successor will have been duly elected.

Motion carried.

Children's Services Department Visit. The Library Director stated that as the business of the Board allows the time Library personnel will be invited to attend Library Board meetings to give them an opportunity to make a presentation on the activities that take place in their respective departments.

Ms. Wright then introduced Ms. Daisy Stemple, Chief, Children's Services. Mrs. Stemple gave highlights on the Children's Summer Reading Program. Her comments included:

1. There was discussion of the planning process involved in developing the annual summer reading.

2. The theme for 1988 was "There's Magic in Books". The program was conducted from June 13 to August 5.

3. Over 23,000 books were read by over 2,000 children.

4. That top reader read 351 books. The top reader for the pre-school Listening Club heard 120 books.

5. The program was started with Abracadazzle Week at all locations which included appearances of magicians and members of the Kanawha Klowns.

6. Special activities included an "Illustrate a Poem" contest, "Make a Magic Marker" contest, button making, etc. The Final week of the program was celebrated with a puppet show at each location.

Ms. Stemple also stated that certificates were given to all children who read the number of books that they had contracted to read. Plans are now underway for a state-wide summer reading program for 1989 based on dinosaurs.

Afterwards, the President expressed his appreciation on behalf of the Library Board to Ms. Stemple for her informative and interesting presentation.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 10, 1988

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 10, 1988 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot
Ms. Chilton
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Mrs. Rugeley
Mrs. Russell
Mrs. Smith
Dr. Wallace

Also present were Ms. Wright, Library Director, Dr. Frederick Ranson, Administrative Services Officer and Miss Lorena Ammar, Administrative Assistant.

In the absence of Mr. Ray, President, Dr. Bannerot, First Vice President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

Correction in Minutes. It was reported that M. Darrell Ralston was nominated to fill the unexpired term of Dewey E. S. Kuhns ending June 30, 1991 instead of Arthur Fisher as stated in the September 12, 1988 minutes. Upon motion of Mrs. Rugeley, seconded by Dr. Wallace, the minutes, with the correction noted, were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 376 ($15,547.69) and General Bills List No. 376 ($6,013.17) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mr. Kauffelt that the bills be approved and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 374 ($471.49) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mr. Kauffelt, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of September, 1988. Included were the following:

> In September a national program to promote registration for library cards amongst school students was launched. Kanawha County developed a packet of materials for distribution through the schools to each elementary student. The packet included registration information, locations and hours of service and general program information.
>
> Library staff members participated in several activities. Daisy Stemple, Head of Children's Services, made a presentation to Kanawha County Schools staff involved in the Project Ready program. Elizabeth Fraser participated on a panel concerning grants information and preparation at the Annual conference of the West Virginia Humanities Center.
>
> The Dunbar and Elk Valley branch librarians initiated programs to make their communities more aware of the Library. Each librarian has identified a number of community groups and sent letters to each offering to speak to the group. They have also made contacts with various local school personnel.
>
> Also in September the Bookmobile began to use the computer on the unit. It is a microcomputer which captures on a disc just the basic information relating to the charging out and return of materials. This information is then downloaded into the main

computer each evening. This automation although rather limited compared to what is in use in our other locations should prove to reduce some of the clerical tasks that have had to be done by hand such as the filing of circulation cards and the typing of overdues.

During September two more staff members announced their retirement. Virginia Banning, who has worked in the Administrative Office for 18 years, and Mae Thomas, who has worked with the Library for 34 years.

Ms. Wright also reported to the Board on an inquiry that had been received from the State Police in regard to obtaining records of those patrons having read satanism materials. She stated her concern about the confidentiality of these records and that twenty-three states had specific laws providing for confidentiality of reading records. After discussion, upon motion of Mr. Kauffelt, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That there shall be no revelation of the name of those borrowing books from the Library by the Director or staff of the Library in the absence of legal process that has been tested by counsel for the Library resisting the revelation of such information in a court of competent jurisdiction, it being recognized the right to privacy of patrons of the Library should be maintained to the full limits of the law.

Reports of Committees.

Public Services Committee.

West Virginia Library Commission Institutional Deposit Collection Sites. Mr. Moss, Chair, reported that the Committee had met on September 19, 1988 at 4:00 p.m. in the Library Board Room to discuss the proposal from Mr. Frederic Glazer, Director of the West Virginia Library Commission, requesting the Library to take over the service for three state supported institutions in Kanawha County. It was stated that the Committee felt that it would expand our outreach program.

The Library Director informed the Library Board that the Library would receive an estimated $35.00 per capita or $13,800.00 additional State funds if we agree to assume the responsibility of these three institutions - Davis Child Shelter, Charleston Work Release Center and Vocational Rehabilitation. Guidelines are being drafted to establish the level of service Kanawha County Public Library will provide and what responsibilities the institution will have. The Committee studied the proposal and considered the pros and cons.

After discussion, upon motion of Mr. Moss, seconded by Mrs. Smith, it was

> RESOLVED, That the Library Director be and is hereby authorized to sign an Agreement between the Kanawha County Public Library and the West Virginia Library Commission to assume the responsibility of three (3) state funded deposit collections located in Kanawha County - Davis Child Shelter, Charleston Work Release Center and Vocational Rehabilitation - in return for a grant to cover the costs of maintaining service to these institutions.

Motion carried.

Report on Problems/Obstacles to Service. Mr. Moss reported that a letter had been sent to the management staff and local library board presidents in July, 1988 requesting their assistance in identifying obstacles and problems that the Library needs to overcome in order to deliver better service in their locations. He stated that the Committee had met on September 19, 1988 at 4:00 p.m. to review the responses received from the management staff. Mr. Moss also reported that the Library Director had made a recap of the comments. Copies of "Response to Request to Identify Obstacles/Problems to Delivery Service" were distributed to members present. Mr. Moss stated that the Committee will review the comments and will meet on Monday, October 17, 1988 to continue their discussion on the responses received from the staff.

The proposed revision of the Materials Selection Policy will also be discussed at that meeting.

Membership Committee. Mrs. Rugeley, Chair, reported that the appointments of two Library Board members, Mr. M. Darrell Ralston and Mrs. Freddie Davis (Mrs. J. Horner Davis, IV) will be considered at the October 20, 1988 meeting of the Board of Education of the County of Kanawha. She also stated that the Committee is still working on finding a representative from the eastern area of the County to fill the vacancy created by the resignation of Arthur Fisher.

Long Range Planning Committee. Mrs. Rugeley reported that the Committee met on September 26, 1988 at 3:30 p.m. in the Board Room to discuss the plans for the Kanawha Banking and Trust Building as submitted by Mr. S. A. Agnew of Fisher-Brison Properties, Inc. Also present was Mr. Agnew.

Mrs. Rugeley said the Committee agreed in principle to enter into a lease with Fisher-Brison Properties, Inc. There was some discussion on a 25 year lease instead of an easement and conditions that would be included in such a lease. It was stated that the issue of safety was of great concern.

After further discussion, upon motion of Mrs. Rugeley, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That the Board of Directors of the Kanawha County Public Library agrees in principle to enter into a lease with Fisher-Brison Properties, Inc. in conjunction with the development of the of the Kanawha Banking and Trust Building based on the discussions of the terms at this meeting; and

RESOLVED, That the Long Range Planning Committee be authorized to negotiate the terms of the lease in accordance with the discussions at this meeting; and

RESOLVED FURTHER, That the Committee shall report back to the Board on the negotiations and shall submit a final draft of the lease, to this Board for approval prior to its execution and delivery.

Motion carried.

NEW BUSINESS

West Virginia Library Association Conference. The Library Director reported that the West Virginia Library Association Conference will be held in Huntington, West Virginia on October 13-15, 1988.

Following discussion, upon motion of Dr. Wallace, seconded by Mrs. Russell, it was unanimously

RESOLVED, That the Library Director and 17 librarians be authorized to attend the West Virginia Library Association Conference scheduled to be held in Huntington, West Virginia, on October 13-15, 1988 and that their expenses not to exceed $1,400.00 be paid.

Motion carried.

Retirement of Ninetta Mae Thomas. Dr. Bannerot reported that Miss Mae Thomas, Library Associate II in the Technical Services Department, announced that she plans to retire on October 31, 1988. He stated that Miss Thomas has worked at the Library for 34 years. Dr. Bannerot read a proposed resolution, and upon motion of Mr. Kauffelt, seconded by Mrs. Smith, it was unanimously

RESOLVED, That the Board of Directors of the Kanawha County Public Library records with regret the retirement of Ninetta Mae Thomas as Library Associate II, effective October 31, 1988; and

RESOLVED, That the Library Board recognizes the dedication and skill she has always brought to her work; and

RESOLVED, That the Library Board expresses its appreciation for thirty-four years of conscientious and capable service in the Extension and Technical Services Departments; and

RESOLVED FURTHER, That this resolution be spread upon the minutes of this meeting and that a copy be presented to Miss Thomas.

Motion carried.

There being no further business, the meeting on motion, adjourned.

First Vice-President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 14, 1988

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on November 14, 1988 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Dr. Bannerot
Ms. Chilton
Mrs. Davis
Mr. Kauffelt
Mr. Moss
Mr. Ralston
Mrs. Rugeley
Mr. Santrock
Mrs. Smith

Also present were Ms. Wright, Library Director, Dr. Frederick Ranson, Administrative Services Officer and Miss Lorena Ammar, Administrative Assistant.

The President welcomed Mr. M. Darrell Ralston and Mrs. Freddy Davis as new board members who attended their first Board meeting.

Mr. Ray, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the October 10, 1988 board meeting were approved.

Correspondence. The Library Director reported that the Library received a letter dated October 26, 1988 from Dr. Richard D. Trumble, Superintendent of Schools, for the County of Kanawha. It reads as follows:

October 26, 1988

Ms. Linda G. Wright, Secretary
Kanawha County Public Library
Board of Directors
123 Capitol Street
Charleston, West Virginia 25301

Dear Ms. Wright:

The Kanawha County Board of Education unanimously approved the Kanawha County Public Library Board of Directors' request for new appointees. With this action, Mr. M. Darrell Ralston and Mrs. J. Horner (Freddy) Davis, IV will begin to fill the unexpired terms of Mr. Dewey E. S. Kuhns and Mr. Parker Smith.

It is understood from your letter of September 14, 1988, that Mr. Ralston will fill Mr. Kuhns' unexpired term which ends June 30, 1991, and Mrs. Davis will fill the unexpired term of Mr. Smith which ends June 30, 1992.

This action was taken by the Kanawha County Board of Education during its regular session held on Thursday, October 20, 1988.

Sincerely yours,

/s/

Richard D. Trumble, Ph.D.
Superintendent of Schools

RDT/bje

Approval of Bills. The Library Director submitted Book Bills List No. 377 ($37,203.56) and General Bills List No. 377 ($39,199.27) duly certified and approved in accordance with the By Laws and on motion of Mrs. Chilton, seconded by Mrs. Rugeley, that the bills be approved and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 375 ($1,763.16) duly certified and approved in accordance with the By Laws and on motion of Mrs. Chilton, seconded by Mrs. Rugeley, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of October, 1988. Included were the following:

> A number of different programs were held during October. Besides the usual storytime programs at some of our locations the Dunbar and Elk Valley libraries held special Halloween programs that included stories and pumpkin decorating. A special puppet show and film program at St. Albans drew eighty children. The Dunbar Library hosted two showings of the film "Matewan".
>
> Daisy Stemple, Head of Children's Services, made a presentation to the West Virginia Association of Young Children Regional Conference at Ripley. Her presentation "Children, Books and Puppets" was made to over 70 teachers and librarians.
>
> Karen Philippi, Automation Manager, held three sessions to provide basic training on the care and maintenance of computer terminals to 17 staff members.
>
> Discussions were initiated by representatives from Kanawha County Schools with KCPL concerning possible automation of Capital High School and eventually all the high schools in the county. This could be accomplished by treating the Schools as another account on our automated system just as we do South Charleston. A presentation by the librarian for Capital High School will be made to a special meeting of the Board of Education this evening.
>
> This Thursday evening, November 17, the Library will present "Imagination Celebration" a storytelling program at the Capitol Plaza Theatre. The program will also honor former KCPL Children's Librarian, Wilma Brown.
>
> During October we received the resignations of Sue Martin, Library Assistant III at Cross Lanes and Daisy Stemple, Head of Children's Services.

Long Range Planning Committee.

Clendenin Public Library. Mr. Ray reported that all documents - Agreement, Bill of Sale and Deed - pertaining to the Clendenin Public Library becoming a branch had been received. Mr. Ray reported that all conditions had been met and the Clendenin Public Library is now a branch of the Kanawha County Public Library rather than an affiliate.

Kanawha Banking and Trust Building. Mr. Ray reported that a Long Range Planning Committee meeting was held prior to this regular board meeting at 3:15 p.m. to discuss the terms of the proposed lease in connection with the Kanawha Banking and Trust Building and the response of the developer, Fisher-Brison Properties, Inc. to the proposed terms. The following items were discussed:

1. One of the provisions in the proposed lease is a 25 year term. The developer requested that the term be 35 to 40 years to coincide with the term of the loan.

2. The developer requested that the barrier which will divide the delivery area from the walkway on the Library property be erected on the Library property. There was also discussion about the type of barrier. The Committee will contact Charleston Renaissance about developing a plan for the landscaped barrier.

3. The developer desires that access for delivery vehicles be from 6:00 a.m. to 10:00 p.m. He felt that the access time in the proposed lease was too restrictive.

After discussion, upon motion, it was moved by Mrs. Smith, seconded by Mr. Moss, that the Library negotiate the term of the lease equal to the term of the loan up to 40 years. Motion carried.

There was general agreement that the restriction on the access for delivery vehicles should be from 10:00 p.m. to 6:00 a.m.

Reference Department Visit. It was stated at the September Board Meeting that as the business of the Board allows the time, Library staff members will be invited to attend the Library Board meeting to make a presentation about some aspect of the Library's operation.

Mr. Ray introduced Ms. Elizabeth Fraser, Reference Librarian. Miss Fraser spoke about the Foundation Center materials located in the Reference Section and the compilation of the West Virginia Foundation Directory. Her comments included the following:

1. Nationally, the Foundation Center was founded in 1956 to provide a convenient center where a person could locate "accessible and accurate answers to questions about sources for grant funds". There are now four national offices located in New York, Washington, D. C., San Francisco and Cleveland.

2. The Kanawha County Public Library became a cooperating collection in 1973 and remains the only such site in West Virginia.

3. All 50 states have at least one cooperating collection; many have more. There are no set requirements for services that must be offered.

4. The cooperating collection is expected to maintain a basic collection of Foundation Center publications. These are currently sent to the Library at no cost, saving the Library over $1,000.00 a year. The Library then supplements this with books on grant sources and writing grant proposals.

5. West Virginia foundations are grossly underrepresented in national guides. William Seeto used the Library's tax microfiche to compile in 1979 the West Virginia Foundation Directory. The Library updated the figures and expanded the scope by surveying the various foundations for the 1987 edition of the West Virginia Foundation Directory.

6. The Library provides the following services:

    a. Walk in assistance;

    b. Participation in seminars and workshops explaining the collection and our services;

    c. Conducts abbreviated searches for non profit organizations.

Afterwards, the President expressed his appreciation on behalf of the Library Board to Ms. Fraser for her informative and interesting presentation.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 12, 1988

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on December 12, 1988 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Dr. Bannerot
Mrs. Davis
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Mr. Rolston
Mrs. Rugeley
Mrs. Russell
Mr. Santrock
Mrs. Smith
Dr. Wallace

Also present were Ms. Wright, Library Director, Dr. Frederick Ranson, Administrative Services Officer and Miss Lorena Ammar, Administrative Assistant.

Also present was Mrs. Judy Duncan, Head of the Extension Department.

Mr. Ray, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the November 14, 1988 Board meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 378 ($30,612.39) and General Bills List No. 378 ($67,014.32) duly

certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mr. Kauffelt, that the bills be approved and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 376 ($1,347.88) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mr. Kauffelt, it was ordered that the bills set out on said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of November, 1988. Included were the following:

> Earlier in the fall the Library submitted an application to send a team to Philadelphia to a young adult programming seminar co-sponsored by the National Endowment for the Humanities and the American Library Association. The team was composed of Jo Ellen Flagg, Head of Branch Services; Danny McMillion, Branch Manager of Glasgow/Marmet; and Dr. Jan Worthington of West Virginia Tech. All expenses except Eighty-five Dollars ($85.00) were covered by the sponsoring organizations. We sent the only team from the State of West Virginia. Danny McMillion was mainly responsible for developing our application for this program.
>
> Also during November staff members attended conferences held in Charleston: The annual meeting of the West Virginia Adult Literacy Coalition and a seminar featuring Jim Trelease, a nationally recognized advocate of reading aloud to children.
>
> Judy Duncan, Head of Extension Services Department, with the assistance of other staff members, developed and submitted a Twenty-five Thousand Dollar ($25,000.00) grant application to the United States Department of Education for literacy activities. Our proposal centers on having a microcomputer workstation at the Dunbar, Elk Valley and St. Albans branch libraries that would allow literacy students to utilize software to reinforce what the students are

learning in sessions with their tutors. This type of program is currently in operation at the public library in Weirton and in other libraries across the country.

Fred Ranson and I have had several meetings with various staff members at the Board of Education about changing our budget format to the type of cost center budgeting used by the Board. We are also exploring the possibility of having terminals in the Administrative Office that would interface with the Board's computer and allow us to perform some of our financial record keeping on-line. There is also a possibility that some of our personnel work could also be done on-line and this is being explored.

I have completed the Leadership Charleston program which was sponsored by the Chamber of Commerce and which lasted twelve weeks from September through November.

Toba Singer has begun work as a Librarian I in the Reference Section. For the first time in a year we have all professional positions in that Section filled.

The highlight of the month was the program "Imagination Celebration" that the Library developed to feature the art of storytelling and to honor former children's librarian, Wilma Brown. Over 400 people attended the program on November 17 at the Capitol Plaza Theatre. Adrienne Worthy and Daisy Stemple did an outstanding job in organizing and publicizing this event. In addition many staff members participated the day of the event to set up at the theatre and acted as ushers, served refreshments, took photographs, etc. This event had many contributors from individuals and businesses in the community that resulted in several hundred dollars of in-kind donations. The event also served to launch the Wilma Brown Children's Book and Author Fund. Over Twelve Hundred Dollars ($1200.00) has been donated to date to this Fund. Another mailing about this fund will take place in early 1989. We then hope to use the funds raised to request matching funds from various foundations.

Long Range Planning Committee. Mrs. Rugeley, Chair, reported that the Committee met with Ms. Terrell Eddens on November 29, 1988, to

discuss the redesign and landscaping of the walkway should the development of the Kanawha Banking and Trust Building and subsequent lease of delivery access via the walkway take place.

Following the meeting of the Committee Ms. Eddens learned in a conversation with Mr. Sam Agnew III, the developer, that he intended to include the redesign and landscaping of the entire walkway as part of his plans for renovation of this building and that these plans for the walkway would be submitted for approval to the Library Board of Directors.

The Library Director read a letter she had received from Mr. Agnew confirming his intentions. Mrs. Rugeley recommended that the Long Range Planning Committee take no further action on this matter until plans were received from Mr. Agnew.

Reports of Committees.

Membership Committee. Mrs. Rugeley, Chair, reported the Committee met on November 21, 1988 to discuss orientation for Board members. She stated there have been many changes in the last two years in library personnel, expansion of the automation system, reorganization of departments within the Library, and three new library board members. Mrs. Rugeley reported that the Committee recommends that 1989 be considered the "Year of Education". An informational session was held for two of the new board members that gave an overview of the history, organization and budget of the Library. She stated the session was excellent and that it lasted about one and half hours.

Mrs. Rugeley also stated that the Committee suggested the following options for the Board to consider:

1. Sometime after the month of February, set up a schedule on a Saturday for the Board to tour the main library in the morning and after lunch visit several branches.

2. At four different board meetings throughout the year, the Board would add on a 45 to 60 minute session to take a tour of one section of the main library and talk with the staff about the functions of that particular section.

3. It was also suggested that there could be separate tours of branches as well as having a board meeting at one or more of the branches.

It was the consensus of the Board that the first option was preferable. The Library Director will propose several dates for the Board's consideration.

Public Services Committee. Mr. Moss, Chair, presented the revised "Materials Selection Policy". He suggested that the Board take the time to review each section. The Library Director then explained each section and the major points revised from the current policy. There was some discussion on each section. The following changes were approved:

Section V. RESPONSIBILITY. Delete "Ultimate responsibility" at the beginning of the paragraph.

Section VI. PRINT MATERIALS. In the second sentence change the word "clientele" to "patrons".

Section IX. CONTROVERSIAL MATERIALS. Change the work "may" in the third sentence to "should" and add "unpopular and" preceding controversial materials. The sentence should read: "In an effort to provide patrons with diverse sources of information and the widest possible range of ideas and viewpoints, the Library should acquire some unpopular and controversial materials."

Section XIV. REVISION OF POLICY. Add at the end of the last sentence - "not to exceed five years". The sentence should read: "Therefore, this 'Materials Selection Policy' may be revised and updated at any time as conditions warrant, and should be thoroughly reviewed at regular intervals not to exceed five years."

In addition to these specific changes there was also general discussion about the following:

1. In the Reconsideration form dropping the question about affiliation with any particular organization of the patron filing the form. There was concern that the knowledge of such an affiliation might prejudice the reconsideration decision.

2. As the policy allows for works in the collection to be reconsidered, there should also be provision for a form and procedure to allow patrons to suggest additions to the collection.

3. Concern was also expressed about the possibility that some members of the public might be unable to read and understand the policy and/or complete the forms that would be required to formally submit a request for the addition or reconsideration of items in the collection. It was suggested that the public be informed via a covering letter and on the form itself that the Library would provide assistance in completing the form.

Extension Department Visit. Because of lack of time, Mrs. Judy Duncan, Head of the Extension Department, was unable to make her presentation about bookmobile service. Mrs. Duncan will be invited at another meeting to make her presentation.

Retirement of Betty Jane Harper. The President reported that Mrs. Betty Jane Harper, Library Associate I, in the Children's Department, had announced that she plans to retire on December 31, 1988. He stated that Mrs. Harper had worked at the Library for 27 years. The

President read a proposed resolution, and upon motion of Mrs. Rugeley, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That the Board of Directors of Kanawha County Public Library records with regret the retirement of Betty Jane Harper as Library Associate I, effective December 31, 1988; and

RESOLVED, That the Library Board recognizes the dedication and skill she has always brought to her work; and

RESOLVED, That the Library Board expresses its appreciation for twenty-seven years of conscientious and capable service in the Extension and the Children's Departments; and

RESOLVED FURTHER, That this resolution be spread upon the minutes of this meeting and that a copy be presented to Mrs. Harper.

Motion carried.

There being no further business, the meeting on motion adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 9, 1989

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on January 9, 1989 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot
Mrs. Davis
Mr. Ellis
Mr. Fontalbert
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Mr. Rolston
Mrs. Rugeley
Mrs. Smith
Dr. Wallace

Also present were Ms. Linda G. Wright, Library Director, Dr. Frederick Ranson, Administrative Services Officer, Miss Lorena Ammar, Administrative Assistant and Ms. Marsha Holliday, Personnel Officer.

Dr. Bannerot, First Vice-President, welcomed Mr. Terry V. Fontalbert as a new board member who attended his first meeting.

In the absence of Mr. Ray, President, Dr. Bannerot, First Vice-President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the December 12, 1988 Board meeting were approved.

Correspondence. The Library Director reported that the Library had received a letter dated December 21, 1988 from Dr. Richard D. Trumble,

Superintendent of Schools, for the County of Kanawha. It reads as follows:

December 21, 1988

Mrs. Linda Wright, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

Dear Mrs. Wright:

In action taken by the Kanawha County Board of Education during its regular meeting held on Monday, December 19, 1988, approval was given for Mr. Terry Vernon Fontalbert to complete a two-year unexpired term of Mr. Arthur Fisher which ends June 30, 1990.

As Superintendent of Schools, I was directed by the Board of Education to call to your attention action taken by our Board on June 29, 1988. On this date the Board officially adopted an "Affirmative Action Program." Therefore, in keeping with our policy on Affirmative Action, we hereby request that consideration continue to be given to minorities for future appointments to the Kanawha County Public Library Board of Directors.

Your cooperation in this matter is greatly appreciated.

Sincerely,

/s/

Richard D. Trumble, Ph.D.
Superintendent of Schools

RDT/bje

The Library Director also read a thank you note from Mrs. Betty Jane Harper. Mrs. Harper expressed her thanks and appreciation to the Library Board for the resolution and the pretty necklace that was presented to her upon her retirement.

Approval of Bills. The Library Director submitted Book Bills List No. 379 ($17,638.13) and General Bills List No. 379 ($34,358.16) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Rugeley, seconded by Mr. Kauffelt, that the bills be approved and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 377 ($1,149.61) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Rugeley, seconded by Mr. Kauffelt, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of December, 1988. Included were the following:

> During December many of the branch libraries hosted a Christmas open house. For the most part these were well attended. Activities at each of these varied from Santa Claus arriving via a fire truck and the annual community Christmas tree lighting at Sissonville, to holiday songs presented by the Kenton Elementary School choir at Elk Valley and the Dunbar High School chorus at Dunbar.
>
> Last fall planning was begun to have a food for fines or "Food for Thought" campaign. This campaign would have the Library collecting boxed or canned food items and in return the Library would forgive fines. The campaign was held during December and was enthusiastically supported by the staff and was very well received by the public. Over 8,000 boxed and canned food items were collected. Various food pantries run by churches and other organizations in each community were notified to pick up the food as boxes were filled. Capitol Cablevision underwrote the cost of the posters and bookmarks used to advertise the campaign. A news conference was held on November 30 to launch our effort and all three TV stations had segments on the evening news. As we cleared 2,906 fines it can be seen that many people donated food who did not have fines. Because of the tremendous success of this program we not only plan to do it again next year but hope to work with the Library Commission to make it a statewide effort.

This past week one of our staff members, Dora Skeens, Library Assistant I in Technical Services, died after suffering an aneurysm. I would like to suggest that the Board place a book in the collection in her memory.

A reminder that the WVLA membership renewals for each Board member are being handled here in the Office.

A motion was made by Mr. Ellis and seconded to purchase a book in memory of Dora Skeens. Motion carried.

Reports of Committees.

Support Services Committee. Dr. Ranson reported the legal ads had been placed in the Charleston Gazette and the Charleston Daily Mail on November 24, 1988 advertising that bids were being taken for the Library's insurance program. The bid opening will take place on January 13, 1989 at 2:00 p.m. in the Board Room of the Library. He stated that the Library had received three bids to date. It is expected that bids may come in lower than last year. It was suggested that a member of the Support Services Committee, the Library Director and the Administrative Services Officer be authorized to open and review the bids as submitted because the current insurance premium expires on January 18, 1989.

After discussion, upon motion of Dr. Bannerot, seconded by Mr. Ellis, it was unanimously

RESOLVED, That the Library Board of Directors authorizes the Library Director, the Administrative Services Officer and a member of the Support Services Committee of the Board to open on January 13, 1989 and review the bids submitted for insurance coverage for calendar year 1989; and

RESOLVED FURTHER, That they are authorized to award the contract for insurance coverage and are requested to report on this matter at the February, 1989 meeting of the Board of Directors.

Motion carried.

Financial Affairs Committee.

Mid-Year Financial Report. Mr. Ellis reported that the Library Director had prepared a "Mid-Year Budget Report for 1988/1989". Copies of the report were distributed to members present. Ms. Wright reported that the Library is currently receiving Grant-In-Aid funds on the basis of $2.98 per capita from the State of West Virginia. She also reported the Library is up to date in receiving the monthly payments from the State of West Virginia and the three levying authorities. Our smaller branches support payments usually are received at the end of the fiscal year.

Ms. Wright also stated (1) the amount of interest received by the Library will be more than what was budgeted. The Library has already received $17,000.00 during the past six months. (2) We have not as yet spent any money from our unrestricted fund balance as was budgeted. (3) The Library is ahead of the 50% level on fines and fees received.

Personnel Committee. Dr. Bannerot, Chair, reported that the Personnel Committee met at 2:30 p.m. prior to the regular board meeting to consider the following items of business (1) report on the turnover of personnel that has occurred during the past six months and (2) proposal of revision in the pay plan and salaries for fiscal year 1989/1990.

Ms. Holliday, Personnel Officer, prepared a report entitled "Report on Staff Turnover, July-December 1988". Copies of the report were distributed to members present. Ms. Holliday reviewed and explained the report. Her comments included the following:

1. Number of vacancies.

2. There was a total of 49 transactions during the last six months.

Resignations	36%
Promotions	20%
Early Retirement	18%
Reorganization	14%
Transfers	8%
Other	4%

3. Some full-time positions have been changed to part-time. The turnover rate for part-time positions is usually higher than for full-time positions as is the case at KCPL.

4. Exit interviews are held. The staff member is given a form to be completed.

5. Each vacant position is evaluated before it is filled.

There was discussion of the Library's benefits and the need for competitive salaries.

Audit For Fiscal Year 1987/1988. Mr. Ellis reported that the annual audit of cash receipts and disbursement for the last fiscal year entitled "Kanawha County Public Library, Financial Statements with Accompanying Information (Cash Basis), June 30, 1988 and 1987" had been received from Trainer, Wright and Associates, Certified Public Accountants.

Mr. Ellis reported the auditors had commented on the handling of the expenditure checks cashed for the petty cash fund. At the present time the check is made payable to the Library Director who cashes the checks and remits the proceeds to the petty cash fund. It was recommended that the checks written to replenish the petty cash fund be made payable to "petty cash". After discussion it was suggested that the Library accepts the recommendation of the auditor.

Mr. Ellis also stated that the auditor had written a comment on the need for improvement of control of the Library's property and equipment.

It was recommended that a complete inventory of the Library's property and equipment be taken and records be maintained on a timely basis so that acquisitions, transfers and disposals of property and equipment can be recorded in the Library's property and equipment inventory and an annual review of property listed for each unit can be conducted.

After discussion, upon motion of Mr. Ellis, seconded by Mrs. Rugeley, it was unanimously

> RESOLVED, That the "Kanawha County Public Library Financial Statements With Accompanying Information (Cash Basis), June 30, 1988 and 1987" being the audit report for the fiscal year 1987/1988 prepared by Trainer, Wright and Associates be received and filed.

Motion Carried.

UNFINISHED BUSINESS

Public Services Committee. Mr. Moss, Chair, reported that all the corrections made at December's meeting had been made on the revised "Materials Selection Policy". He stated that Ms. Wright and he had met again to discuss the revisions. Copies of the "Materials Selection Policy" with these corrections were distributed to members present. Mr. Moss also stated that Ms. Wright had written a covering letter to be given to the library patron. There was some discussion of the form to be completed by the patron requesting an item in the collection be reconsidered or suggesting an item be added to the collection.

After considerable discussion, upon motion of Mr. Kauffelt, it was unanimously

> RESOLVED, That the Library Board accepts and approved the "Materials Selection Policy", as revised in December, 1988 and January, 1989 with the covering letter to the library patron.

Motion carried.

NEW BUSINESS

Date of February Board Meeting. The Library Director requested that the date of the February board meeting be changed from February 13, 1989 to February 20, 1989 because of the work involved in preparing the budget. After discussion it was agreed upon that the February Meeting of the Board of Directors be held at 3:30 p.m. on February 20, 1989.

Children's Literature Conference. The Library Director reported that a conference on children's literature is scheduled to be held at the Ohio State University in Columbus, Ohio. The Library Director requested permission to send Terri McDougal and Donna Gettys.

Upon motion of Mrs. Smith, seconded by Mr. Moss, it was unanimously

RESOLVED, That Terri McDougal and Donna Gettys be authorized to attend the Children's Literature Conference to be held at Ohio State University in Columbus, Ohio, February 2-4, 1989 and that their expenses not to exceed a total of $500.00 be paid.

Motion carried.

Retirement of Lorena Ammar. The Library Director read a letter from Lorena Ammar, Administrative Operations Supervisor, in which she announced that she plans to retire on March 31, 1989.

There being no further business, the meeting on motion adjourned.

John L. Berg
President

Sheila M. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 20, 1989

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on February 20, 1989 at 3:30 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray	Mrs. Glasser
Dr. Bannerot	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Mr. Ellis	Mrs. Russell
Mr. Fontalbert	Dr. Wallace

Also present were Ms. Linda G. Wright, Library Director, Dr. Frederick Ranson, Administrative Services Officer and Miss Lorena Ammar, Administrative Assistant.

Mr. Ray, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the January 9, 1989 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 380 ($26,814.50) and General Bills list No. 380 ($70,200.23) duly certified and approved in accordance with the Bylaws and on motion of Mr. Ellis, seconded by Mrs. Rugeley, that the bills be approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 378 ($2,400.22) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Ellis, seconded by Mrs. Rugeley, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of January, 1989. Included were the following:

> January was one of the busiest months the Library system has experienced with 82,738 items being circulated and 2,450 new patrons registered. The major reasons for our high level of activity are the annual school Owlympics, which encourages children to register for library cards and read, the social studies projects and science fair projects. The staff has done a tremendous job in handling this volume of activity despite a number of vacant positions.
>
> Two positions for children's librarians were advertised in the January issue of American Libraries. We have to date received seven responses to this ad. We hope to interview in March two candidates for the position of Department Head. It should be noted that 16 other positions for children's librarians were advertised in this issue.
>
> Fred Ranson submitted a request for $20,000 towards a new bookmobile to the County Commission from the discretionary monies from coal severance funds for fiscal year 1989/90.
>
> Susan Harper of the Reference Staff held another successful mending workshop. I met with a group of senior paraprofessionals from each unit. We will be meeting three or four times a year and our initial project is to review and revise/consolidate/delete the various forms we are now using in the system.
>
> As a point of information in light of all the international controversy currently surrounding the book, Satanic Verses, the Kanawha County Public Library has ordered and processed for the collection copies of this book. The reviews of the book were quite favorable. There is currently a waiting list for the book which will probably grow because of the publicity the book is receiving. Tickets for the annual Library Appreciation Day dinner will be available from the Administrative Office. The dinner is March 15 at the Civic Center and the tickets are $16.00 each. The keynote speaker is mystery writer, Ed McBain.

Reports of Committees.

Financial Affairs Committee.

Reduction in State Grant-In-Aid for Fiscal Year 1988/1989. Mr. Ellis, Chair, reported that the Library Director had been informed by Mr. Frederic Glazer, Director of the West Virginia Library Commission, that the Library Commission had experienced a 5% loss in current year funds. The loss will result in the Library's reduction of State Grant-In-Aid funds of 18¢ to 20¢ per capita. It was also reported that the State of West Virginia may

be disqualified from receiving federal funds because of the State's inability to meet the Maintenance of Effort requirement. Mr. Ellis stated that the Library's budget for the current year needs to be reduced by $40,000.00 in recognition of the reduction in State Grant-In-Aid.

After discussion, upon motion of Mr. Ellis, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That in response to the reduction in State Grant-In-Aid for the current 1988/89 fiscal year the following adjustments be made in the fiscal year 1988/89 budget:

Income	- Increase Miscellaneous Receipts	$ 5,000
Expenditures	- Reduce Salaries	35,000
		$40,000

The Library Director spoke on the document, "Current Operation" which analyzes the current picture for each unit as to average hours open, staff hours, cost of operation and circulation per week. She explained the average cost of an item circulated at each unit which includes the average number of items circulated per week and the average direct costs to operate a unit per week. She also explained the document which summarizes the proposed changes in operation. These proposed changes would save approximately $65,000.00 in the fiscal year 1989/1990.

After further discussion, it was moved by Ms. Chilton, seconded by Mrs. Rugeley, and unanimously

WHEREAS, It is in the best interests of the Kanawha County Public Library to provide the best possible working conditions and to pay our employees an adequate salary; and

WHEREAS, Because of the significant financial constraints facing the Kanawha County Public Library it has become necessary to reduce the hours of operation of County Public Library.

THEREFORE BE IT RESOLVED, That the Director be empowered

to reduce the hours of operation using as a guideline the proposal that has been presented.

Motion carried.

Budget for Fiscal Year 1989/1990. Mr. Ellis, Chairman, reported that the Budget Committee had met on February 9, 1989 to discuss the proposed 1989/1990 Budget. Copies of the proposed budget 1989/1990 were distributed to members present.

Mr. Ellis reviewed and discussed the following:

1. We are asking for an additional $98,991 or 5.7% from the levying authorities. There was discussion on the amount of assessed valuations for 1989 from the levying authorities.

2. State Grant-In-Aid in the proposed budget is based on $2.68 per capita as compared with $2.98 per capita for 1988/1989.

3. Salaries have been increased 4% across the board for the paraprofessional salaries and 6.5% for professional salaries. It was stated that professional salaries will need to continue to be increased to become more in line with the national average. Our entry level professional salary is currently $2,500.00 lower than the national average. It was also stated that the Personnel Committee recommended the salary increase.

4. Dr. Ranson explained the item of Disability Insurance as shown as an expenditure. There was some discussion as to cost and what it entails.

5. The Library Director spoke on branch support.

6. It was stated that more money is needed for Building Repairs and Maintenance, Building Improvements and Equipment Purchase. These items have been inadequately funded for at least five years.

7. The Library Director explained that changes in the hours of operation would save approximately $65,000.00 and reviewed the document entitled "Current Operation", as more fully described above.

8. A copy of the pay scale was distributed. There was some discussion. Afterwards, upon motion of Mr. Ellis, seconded by Dr. Wallace, it was moved that the 1988/1989 budget as submitted in the amount of $3,136,022.00, be amended to include

an additional 1% or $22,259.00 from the levying authorities to be set aside for the Building Repairs and Maintenance Account and Equipment Purchase Account.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha. Mr. Ellis moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1989, which has been approved and addopted by the Library Board, be transmitted to the Board of Education of the County and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to affect the proper laying of the said levy by the Board of Ecuation of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Wallace, and upon a vote being taken, the motion carried unanimously.

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1989, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount

required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Wallace, and upon a vote being taken, the motion carried unanimously.

Mr. Ellis moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1989, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the

said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Dr. Wallace, and upon a vote being taken, the motion carried unanimously.

NEW BUSINESS

Public Library Association Workshops. The Library Director reported that the Public Library Association will sponsor workshops in Chicago, Illinois, from March 29 - 31, 1989. The Library Director requested permission to send Frederick D. Ranson, Claudia Benton, Kim Dankovich and Elizabeth Fraser.

Upon motion of Dr. Wallace, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That Frederick Ranson, Claudia Benton, Kim Dankovich and Elizabeth Fraser be authorized to attend the Public Library Association sponsored Workshops in Chicago, Illinois from March 29 - 31, 1989 and that total expenses for all participants are not to exceed $1,600.00.

Motion carried.

Scheduling Tours of Facilities. Mrs. Rugeley, Chair, Membership Committee, reported that the Committee had suggested that the board members take a tour of the Library's facilities. After discussion it was suggested that Saturday, March 4, 1989 be set aside for this purpose. All board members are encouraged to attend.

There being no further business, the meeting on motion adjourned.

John E. Lange
President

Linda L. Wright
Secretary

KANAWHA COUNTY PUBLIC LIBRARY

1989/90 BUDGET

INCOME

	1989/90
Levying Authorities	
Board of Education	$ 961,152
County Commission	961,152
City of Charleston	359,460
Sub-Total	$2,281,764
State Grants	
Grant In Aid	$ 562,960
Nitro Pass Through	14,435
Special Grant	37,500
Institutions Grant	13,300
Sub-Total	$ 628,195
Branch Support	
Clendenin	$ 3,877
Cross Lanes	3,000
Dunbar	23,699
Elk Valley	3,000
Glasgow	3,000
Marmet	7,389
St. Albans	31,217
Sissonville	3,000
Sub-Total	$ 78,182

1989/90 BUDGET
INCOME
PAGE TWO

	1989/90
Other	
Fines and Fees	$ 40,000
Interest	22,000
Miscellaneous	10,000
Drawdown from Unrestricted Fund Balance	50,000
Carry Forward	48,140
Sub-Total	$ 170,140
GRAND TOTAL	$3,158,281

KANAWHA COUNTY PUBLIC LIBRARY

1989/90 BUDGET

EXPENDITURES

Salaries	1989/90
Full-time Professional	$ 636,216
Part-time Professional	27,620
Full-time Paraprofessionals	861,190
Part-time Paraprofessionals	153,455
Substitute Professionals	17,865
Substitute Paraprofessionals	13,754
Sunday Service	-0-
RECON	-0-
Sub-Total	$1,710,100

Benefits	
FICA	$ 133,045
Health Insurance	98,400
Dental Insurance	8,064
Vision Insurance	2,460
Disability Insurance	5,500
Worker's Compensation	5,318
Unemployment Compensation	12,000
Sub-Total	$ 264,787
Salaries & Benefits Sub-Total	$1,974,887

Materials for Collection	
Books	$ 322,925
Audio-Visual	33,900
Periodicals	76,625
Binding	6,550
Sub-Total	$ 440,000

1989/90 BUDGET
EXPENDITURES
PAGE TWO

Other	1989/90
Electricity	$ 88,950
Water	5,730
Sewerage	2,755
Natural Gas	10,000
Fire Service Fee	1,000
Telephone	54,125
Trash Removal	1,140
Office Supplies	12,885
Automation Supplies	7,500
Library Supplies	45,680
Housekeeping Supplies	13,120
Postage/Freight	26,275
Printing	7,000
Programs	4,000
Interviews	1,200
Advertising	1,200
Memberships	2,000
Audit	2,300
Property and Casualty Insurance	29,000
Travel & Training	12,000
Software & OCLC Expense	40,000
Building Repair & Maintenance	62,600
Building Improvements	44,879
Equipment Repair & Maintenance	64,755
Equipment Purchase	95,174
Rental, Equipment & Vehicles	1,000
Vehicle Purchase	53,986
Vehicle, Gas & Oil	5,500
Vehicle, Maintenance	9,500
Sub-Total	$ 705,254
Contingency	$ 30,000
Long Range Planning	8,140
Total	$3,158,281

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 13, 1989

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on March 13, 1989 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Dr. Bannerot
Ms. Chilton
Mr. Moss
Mrs. Rugeley
Mrs. Russell
Mrs. Smith
Mrs. Davis
Mr. Rolston
Dr. Wallace

Also present were Ms. Linda G. Wright, Library Director, Dr. Frederick Ranson, Administrative Services Officer and Miss Lorena Ammar, Administrative Assistant.

Mr. Ray, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the February 20, 1989 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 381 ($27,300.42) and General Bills List No. 381 ($40,654.99) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Rugeley, seconded by Dr. Bannerot, that the bills be approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 379 ($2,423.30) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Rugeley, seconded by Dr. Bannerot, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February, 1989. Included were the following:

> Although February was not quite as busy as our record breaking month in January, it was one of the busiest months we have had this fiscal year with almost 70,000 items having been checked out.
>
> Some interesting programs took place in a variety of locations in the system. In Glasgow tall tales were told to an audience of 25 adults and children by Patrick McMillion. Disney Day at the St. Albans branch was attended by 150 parents and children. Films were shown and everyone was introduced to the Dumbo walk. Of the 75 Disney books and records displayed all but nine were checked out as were over 200 other children's items. Cross Lanes offered a Valentine puppet show. The West Virginia Garden Club used the Dunbar meeting room for two days to offer workshops to people attending from throughout West Virginia.
>
> The staff in the Technical Services Department have been working hard on developing computerized lists by unit of the specialized types of materials we annually order such as microfilm and various types of reference services. This should allow us to improve our ability to annually review whether we want to add or delete items and should also improve the subsequent ordering and processing procedures.
>
> Fred Ranson and I developed and submitted a grant request to the Greater Kanawha Valley Foundation for $20,000.00 for the bookmobile. We also met with Charles Jarrell, who handles the Trust Department at United National Bank, about seeking grants. Unfortunately our grant request to the James H. and Alice Teubert Charitable Trust Foundation for $11,000.00 to automate the talking book section was turned down as they felt their first obligation is to fulfill requests from Cabell and Wayne Counties. They suggested we resubmit the request next fall. Meanwhile we will look at other possible grant sources.

A grant for $254,689.00 has been submitted to the Benedum Foundation by the Kanawha County Schools to automate the high school libraries over a three year period as an account on Kanawha County Public Library's system. If the grant were to be awarded then the Kanawha County Schools understand that we would want to negotiate a specific contract with them concerning various aspects of the automation program.

Reports of Committees.

Long Range Planning Committee. Mr. Ray reported that the lease for the right of way for the development of the Kanawha Banking and Trust Building has been reviewed and returned by Samuel A. Agnew, III of Fisher-Brison Properties, Inc. Mr. Ray cited some of the terms in the lease which include (1) the length of the lease is for 35 years beginning July 1, 1989, (2) the monthly rental payment is $200.00 and (3) maintenance of the barrier.

It was reported that the Long Range Planning Committee had reviewed the lease and recommended that the lease be approved and the President be authorized to sign the said lease.

After discussion, upon motion of Ms. Chilton, seconded by Mrs. Rugeley, and unanimously carried, the following resolutions were adopted:

RESOLVED, That the lease from the Kanawha County Public Library to Samuel A. Agnew, III covering the ten foot strip of land fronting on Capitol Street in the form presented to this meeting be approved; and

RESOLVED FURTHER, That the President of the Board of Directors of the Kanawha County Public Library be and he is hereby authorized to execute and deliver the lease to Mr. Agnew when he completes the purchase of the Kanawha Banking and Trust Building property.

Membership Committee. Mrs. Rugeley, Chair, expressed her appreciation to Ms. Wright, Dr. Ranson and the department heads and branch librarians for their participation in the tour of the library facilities held on March 4, 1989. She also thanked Mrs. Glasser for the delicious luncheon

she prepared for the group. Mrs. Rugeley stated that the tour was very informative and the Committee is planning another tour to be scheduled in the very near future.

Financial Affairs Committee.

Annual Special Funds Report for 1988. In the absence of Mr. Ellis, Chair, Dr. Ranson presented an annual report for the period January 1, 1988 - December 31, 1988 of the Finance on the Special Funds held in the Kanawha Valley Bank. Copies of the report were distributed to Board members present. The report showed the following:

Balance as of January 1, 1988		$41,757.24
Receipts		
Gifts	11,604.97	
Interest	5,767.37	
		$59,129.58
Expenditures		26,519.38
Balance as of December 31, 1988		$32,610.20

The Library Director explained the sources of certain funds. There was some discussion.

Report on Revenue from Levying Authorities for 1989/1990. Dr. Ranson reported that the Library has received a report from the assessor's office on the assessed property valuations for 1989. He stated that the county's valuation had increased 3% or $16,684. The City of Charleston's valuations had increased 2%. There were some comments.

The Library Director distributed copies of the Budget for 1989/1990 that included the adjustments as approved at the February meeting.

Ms. Wright explained the Budget included a breakdown of basic expenditures by units. There were favorable comments on the changes. Discussion followed.

Town of Glasgow. Mr. Ray read a letter which the Library Director had received from P. F. Tucker, Mayor of the Town of Glasgow, dated March 8, 1989. The letter was in response to the Library's request for the Town of Glasgow to contribute $3,000.00 for 1989/1990. After discussion, Mr. Ray stated that the matter will be referred to the Long Range Planning Committee for consideration.

Unexpended Balance. The Library Director spoke on the projection of some of the income and expenditures for 1988/1989. She reported that several accounts in the budget for the current fiscal year will be overexpended and several will be underexpended. After discussion, upon motion by Mrs. Davis, seconded by Mrs. Chilton, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director, within the limits of the Budget Document for fiscal year ending June 30, 1989, be and is hereby authorized to balance the overexpended accounts and the underexpended accounts as of June 30, 1989.

The Library Director stated that the salary account will be underspent due to (1) unfilled positions, and (2) differential in salaries of old and new staff members.

The Library Director asked for authorization to purchase certain items for a sum totaling $35,000.00 from the underspent salary account. After discussion, upon motion by Mrs. Russell, seconded by Mrs. Rugeley, and unanimously carried, the following resolutions were adopted:

RESOLVED, That the purchase of the following items be authorized:

Item	Cost not to exceed
Hewlett-Packard disc drive	$15,000.00
Roof Replacement in St. Albans	15,000.00
Shelving	5,000.00
Total	$35,000.00

and

FURTHER RESOLVED, That the Library Director be and is hereby authorized to proceed with purchase of such of the above items available through State contracts, where appropriate, and to proceed with purchase of such remaining items costing less than $3,000.00 by obtaining at least two written quotations; and

FURTHER RESOLVED, That the Library Director be and is hereby authorized to develop specifications and proceed with the bid process for such of the remaining above items costing more than $3,000.00.

NEW BUSINESS

National Library Week. The Library Director reported that National Library Week begins April 9. She stated it would be a nice gesture for the library staff to be recognized during that week. She suggested that various pizza chains be contacted to donate pizzas and members of the Library Board visit each location. There was some discussion.

Retirement of Lorena Ammar. Mr. Ray reported that Miss Lorena Ammar, Administrative Assistant, announced that she plans to retire on March 31, 1989. Mr. Ray read a proposed resolution, and upon motion of Mrs. Rugeley, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted:

WHEREAS, Lorena Ammar has been employed by the Kanawha County Public Library since April 16, 1945; and

WHEREAS, Lorena Ammar has fulfilled the responsibilities of her position as Administrative Assistant with the utmost effectiveness, efficiency, diligence, competence and integrity; and

WHEREAS, Lorena Ammar has submitted notification of her intent to retire March 31, 1989 after forty-four years of service;

NOW THEREFORE BE IT RESOLVED that the Board of Directors of the Kanawha County Public Library recognizes with deep appreciation the forty-four years of dedicated, outstanding service rendered by Lorena Ammar.

RESOLVED, FURTHER, That this resolution be spread upon the minutes of this meeting of the Kanawha County Public Library Board of Directors and a copy thereof be furnished to Miss Ammar.

There being no further business, the meeting on motion adjourned.

PRESIDENT

SECRETARY

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 10, 1989

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on April 10, 1989 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Dr. Bannerot
Ms. Chilton
Mr. Kauffelt
Mrs. Smith

Also present were Ms. Linda G. Wright, Library Director, Dr. Frederick Ranson, Administrative Services Officer and Ms. Jacqueline Ware, Administrative Assistant.

Mr. Ray, President, presided. The Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the March 13, 1989 meeting were approved.

Mr. Ray shared a thank-you note with the Board members from Lorena Ammar who retired March 31, 1989 after 44 years of service. The note of appreciation is incorporated in the Minutes.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Smith and unanimously carried, the payment of the Book Bills List No. 382 ($27,933.76) and General Bills List No 382 ($47,025.03) was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 380 ($3,146.66) duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Smith and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February, 1989. Included were the following:

> Kanawha County was well represented at this year's Library Appreciation Day Dinner. With over eighty people from the Kanawha County Public Library and approximately thirty from South Charleston Public Library, this may have been the largest representation we have ever had. Approximately 1,000 people from all over the State were in attendance.
>
> The courier service to most branches has been increased to try to shorten the time for requested books to reach patrons and to better balance the courier's schedule. We now go to St. Albans, Dunbar and Elk Valley four times per week and Sissonville and Cross Lanes three times per week.
>
> Two candidates were interviewed in March for the position of Head of the Children's Services Department. It was determined that neither candidate had the background, particularly in management, that would be needed for this position. The two children's professional positions will be readvertised in the May issue of American Libraries. Brochures about these vacancies were also distributed by staff who attended the Public Library Association Workshops in Chicago at the end of March.
>
> The spring series of storytime sessions were begun in March. Thirty-one different sessions were held with 519 children participating. We also had 35 class visits from schools with 544 children involved in these visits. Nineteen of these classes visited the Charleston Children's Services section.
>
> The bookmobile and delivery van were off the road more than normal in March due to mechanical difficulties.
>
> As of the end of March we had over 88,000 patrons on file, over 518,000 items in our database and over

66,000 items in circulation, and were handling over 2,400 specific requests for items.

Reports of Committees.

Public Services Committee. In the absence of Mr. Moss, Chair, Ms. Wright explained the Policy for Confidentiality of Library Records. It was reported that the Public Services Committee had reviewed the Policy and recommended that it be approved.

After discussion and a suggested change by Mr.Kauffelt, Mrs. Smith moved that the proposal be accepted as amended, Dr. Bannerot seconded and the motion unanimously carried.

Personnel Committee. Dr. Bannerot, Chair, reported of the need to update the policy reimbursing travel expenses of candidates interviewing for positions. Upon motion of Dr. Bannerot, seconded by Ms. Chilton and unanimously carried, the Policy on Partial Reimbursement of Travel Expenses for Candidates for Positions was adopted. A copy of this policy will be appended to these Minutes.

Dr. Bannerot explained the Middle Management Program for Library Administrators at Miami University, Oxford, Ohio and stated that Sara Thompson had been selected as the person to attend. Ms. Wright commented on the quality of this program. Upon motion of Dr. Bannerot, seconded by Ms. Chilton, the following resolution was unanimously adopted.

> RESOLVED, That Sara Thompson be authorized to attend the Middle Management Program for Library Administrators at Miami University, Oxford, Ohio on July 16-21, 1989, at a cost for registration and lodging not to exceed $825 from the John V. Ray Fund and at a cost for transportation not to exceed $100 from the travel expenditure line item in the 1989/90 budget.

Ms. Wright recommended the Resolution of Appreciation to Members of the Library Staff due to National Library Week. She stated that it would

be very appropriate for the library staff to be recognized during that week. Domino's Pizza has agreed to donate most of the pizzas for all employees of the library including all branches Wednesday, April 12th. It was suggested that members of the Library Board might visit the staff members at each location to show their appreciation. Dr. Bannerot moved that the Resolution of Appreciation to Members of the Library Staff be adopted, Ms. Chilton, seconded, and the following resolution was adopted:

> RESOLVED, That the Board of Directors of the Kanawha County Public Library upon the occasion of the celebration of National Library Week, April 9-15, 1989 wishes to express their appreciation to each member of the Library staff and to recognize the important role each staff member plays in the delivery of library service service to the citizens of Kanawha County.

NEW BUSINESS

Library Board Membership. The President reported that there are three Board members whose terms will expire June 30, 1989: Dr. Shirley Hairston, T.D. Kauffelt, and Virginia Rugeley. He appointed a Membership Committee to address these upcoming vacancies. The committee members are as follows: Ms. Chilton, Chair, Dr. Bannerot, and John Santrock.

Election of Officers. The President appointed a Nominating Committee for the selection of officers. The committee members are: Mrs. Smith, Chair, Mr. Ellis, and Dr. Wallace.

Safe Deposit Box. Mr. Ray explained that due to the recent retirement of Lorena Ammar, it would be necessary to adopt a new resolution of authorization for access to the safe deposit box at One Valley Bank. Upon motion of Mr. Kauffelt, seconded by Dr. Bannerot and unanimously carried, the following resolution was adopted:

"RESOLVED THAT

"(1) This organization from time to time rent a safe deposit box, or boxes, in the vault of One Valley Bank, N.A., Charleston, West Virginia, upon the terms and conditions provided by the usual "Contract of Safe Deposit Box Rental" of said One Valley Bank, N.A. all of the terms and conditions of which are hereby approved and accepted by this organization, and that the persons herein designated therefor execute, in duplicate, on behalf of this organization, but not under seal, such contract, deliver one copy to One Valley Bank, N.A. and retain the other copy for this organization; and any such rental heretofore made, and any such contract heretofore executed, by any officer or agent of this organization, on behalf of this organization, be and the same are hereby in all respects fully ratified and confirmed.

"(2) Any one of the following persons who are hereby designated agents of this organization for the purposes hereof shall, on behalf of this organization, rent such safe deposit box, or boxes; execute such contract; be given access to such box, or boxes; be given control of the contents thereof with power to remove any and all of such contents; may surrender such box, or boxes, and may release and discharge said One Valley Bank, N.A. from any and all claims or demand of any and all characters which this organization might at any time assert against One Valley Bank, N.A. by reason of such contract of rental; to-wit: John L. Ray, President
Linda G. Wright, Director
Frederick D. Ranson, Administrative Services Officer
Robyn A. Jarrett, Account Technician

"(3) The powers and authorities hereby given and conferred upon said persons shall continue until revoked by a proper resolution of the Governing Body of this organization and further until such time as One Valley Bank, N.A. shall have accepted notice of such revocation of authority.

"(4) The power and authority of any other person or persons heretofore designated by this organization to act on behalf of this organization in the premises is hereby revoked.

"(5) The President or Vice President of this organization is empowered and authorized to verify, on behalf of this organization, the signatures of the Agents designated hereby.

"(6) A copy of this resolution, duly certified by the President or Vice President and attested by the Secretary or Assistant Secretary of this organization, shall constitute full and complete authority to One Valley Bank, N.A. to recognize for all of the purposes hereof the persons named herein as the agents of this organization, and this organization does hereby fully authorize, ratify and confirm any and all things which may be done by such agents hereunder. The seal of this organization shall not be required for the certification and attestation of this resolution."

The Library staff withdrew from the meeting, after which there was discussion of the Library Director's Salary for FY 89/90.

There being no further business, the meeting on motion adjourned.

John L. Ray
PRESIDENT

Linda G. Wright
SECRETARY

KANAWHA COUNTY PUBLIC LIBRARY

POLICY STATEMENT ON

PARTIAL REIMBURSEMENT OF TRAVEL EXPENSES TO APPLICANTS

INVITED FOR EMPLOYMENT INTERVIEWS

POLICY

It is the policy of Kanawha County Public Library to reimburse invited applicants for some expenses involved in traveling to the Charleston area for interviews for possible employment.

This policy applies only to applicants for full-time positions.

PROCEDURE

When the Personnel Manager and/or Selection Committee determine that an on-site interview is appropriate for an applicant, the Personnel Office will invite the applicant to come to Charleston for an interview. At that time, financial aid to the prospective interviewees will be offered, as outlined below:

1. Interviewees living within 50 miles of Charleston will not be reimbursed.
2. Interviewees who reside in West Virginia or in cities/towns in bordering states within a four hour drive from Charleston (200 miles) and who travel by automobile to and from the interview will be reimbursed mileage at the rate of 20 cents per mile not to exceed $50.00.
3. Other invited interviewees coming from a distance of greater than 200 miles but less than 1200 miles will be reimbursed for the cost of transportation and one nights lodging not to exceed $300.00. If the interviewee travels to and from Charleston from a distance of greater than 1200 miles the

candidate will be reimbursed for the cost of transportation and one night's lodging, not to exceed $400.00.

The interviewee hired for the position will be reimbursed all transportation and lodging costs for the interview trip but not to exceed $500.00. The candidate hired will also be reimbursed up to $500.00 for expenses in moving his/her household and traveling to Charleston in the moving process.

Proper documentation must be provided to the Library before any funds are disbursed for the reimbursement of expenses.

Adopted by the Board of Directors, Kanawha County Public Library, April 10, 1989.

REQUEST FOR PARTIAL REIMBURSEMENT OF TRAVEL EXPENSES

TO: KANAWHA COUNTY PUBLIC LIBRARY
123 CAPITOL STREET
CHARLESTON, WEST VIRGINIA 25301

FROM: (NAME) _____

(Address) _____

_____

I was interviewed for the position of _____ at Kanawha County Public Library on _____. I drove/flew from
(Date)

_____.
(City/State)

Check and complete appropriate information (receipts are required for lodging and air fare):

_____ My round trip mileage for the interview was _____ miles.

_____ My round trip economy air fare was $_____.

_____ My lodging cost was $_____.

I request I be reimbursed $_____ as outlined in the policy dated April 10, 1989 and calculated below:

_____ miles @ 20¢ = $ _____ (not to exceed $50.00 within 200 mile radius)

REQUESTED BY: _____ _____
Signature Date

APPROVED BY: _____ _____
Signature Date

CHECK REQUESTED BY: _____ _____
Signature Date

EMPLOYED _____ PAY $_____ APPROVED _____
Date

Request for moving expense reimbursement: $_____
(Receipts are required. Cannot exceed $500. Only for candidate hired.)

April 10, 1989

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 8, 1989

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on May 8, 1989 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray	Mr. Rolston
Mrs. Davis	Mrs. Rugeley
Mr. Fontalbert	Mrs. Russell
Mr. Kauffelt	Mr. Santrock
Mr. Moss	Dr. Wallace

Also present were Ms. Linda G. Wright, Library Director, Dr. Frederick Ranson, Administrative Services Officer and Ms. Jacqueline Ware, Administrative Assistant.

The minutes of the April 10, 1989 meeting were approved as amended.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley and unanimously carried, the payment of the Book Bills List No. 383 ($19,759.97) and General Bills List No. 383 ($45,510.03) was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 381 ($761.05) duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Russell and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of April, 1989. Included were the following:

During April, Karen Philippi, Automation Manager presented four in-service training workshops on key word searching. We hope to have this feature on our public access catalogs available to the public in the very near future. Also during April we sent fifteen staff members to a workshop sponsored by the Mid Atlantic Regional Library Federation (MARLF) on file organization and time management.

April seemed to bring more than the usual maintenance and repair problems. The delivery van was off the road for several weeks because of engine problems. The bookmobile had several minor ailments. Eddie Childers, our new Building Maintenance Technician is working on the air conditioning at St. Albans. He also discovered eight defective motors in the heating/ventilation system at Charleston which was reported to our maintenance vendor, Johnson Control. Last but not least, the telephone system at the Charleston Library was down for two and a half days. This is the second time in six months that this has occurred.

Our theme for National Library Week, April 9-15, centered on the "info pros" at the Library. There were several articles in the newspapers about some of the more unusual reference questions we retrieve. Articles also appeared during April about our videos and our mail order catalog collection at the Charleston Library that has been organized by Susan Harper, one of our reference librarians.

Adrienne Worthy, Community Liason Officer and members of the Charleston Adult Services Staff have developed a plan for ongoing displays highlighting areas of our collection. Elizabeth Fraser suggested displays that tie-in to movies and television series for instance. Displays of materials are also done in our branches to try to inform the public of the variety of materials we have available. Danny Dixon at the Dunbar Library has done a number of innovative and eye catching displays.

Due to the efforts of Karen Philippi and Fred Ranson the Board of Education has signed a contract with Hewlett Packard that will allow the Board and the Library to purchase their equipment at an education discount of 38%. We had been purchasing equipment from them at an 18-24% discount depending on the type of equipment. Because of this agreement we will save several thousand dollars on the disc drive we currently have on order.

Reports of Committees.

Membership Committee. In the absence of Mrs. Chilton and Dr. Bannerot, Ms. Wright reported that resignations had been received from two Board Members. Mrs. Russell moved that the resignation of Dr. Shirley Hairston be accepted with regret. The motion was seconded by Mrs. Rugeley and the motion passed unanimously. Dr. Wallace moved that the resignation of Mr. Harry Wallace, III be accepted with regret. The motion was seconded by Mrs. Davis and the motion passed unanimously.

Ms. Wright informed the Board that three Board Members' terms were expiring June 30, 1989: Dr. Shirley Hairston (resigned), Mr. T. D. Kauffelt and Mrs. Virginia Rugeley. Recommendations to renew membership of T. D. Kauffelt and Virginia Rugeley were made. Upon motion of Dr. Wallace, seconded by Mr. Santrock, and unanimously carried, the following resolution was adopted:

> RESOLVED, That T. D. Kauffelt and Virginia Rugeley be nominated for six year terms beginning July 1, 1989 and ending June 30, 1995 and that the Library Director submit these nominations to The Board of Education of Kanawha County.

Support Services Committee. Mr. Santrock, Chair, reported on the upcoming reroofing project for the St. Albans Library. Dr. Ranson reported that the bid opening would be held Friday, May 12, 1989 at 3:00 p.m. Upon motion of Mr. Santrock, as amended, seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director in consultation with the Chairman of the Support Services Committee is authorized to develop specifications and proceed with the bid process, including award of the bid in an amount not to exceed $17,500 for the reroofing of the St. Albans Library.

Telephone System. Ms. Wright discussed the existing antiquated telephone system (NEC-Nippon Electric Corporation) at the Charleston Library and detailed the many problems with this system. Due to the age of this system and there being only 2 or 3 other such systems in the Kanawha Valley, parts are practically unobtainable. The Nippon system allows no room for expansion with 28 existing extensions and, there is an inadequate maintenance contract and only one trained service person in the State of West Virginia.

We are presently looking at a telephone system from some bonafide, solvent company. The system would maintain at least 40 extensions with room for future growth to 75 extensions. It would also have the capability of a voice-over-data line which would permit use of it as a computer line and thereby eliminate the need for a separate computer hookup. The Library would be realizing approximately $150 a month savings per computer line. The Library Director has been informed via a telephone conversation with the Library Commission that due to action of the Legislature approximately $30,000 of the $40,000 reduction of State Grant-In-Aid made earlier this fiscal year would be restored by June 30. These restored funds would be used to finance the new telephone system.

Upon motion of Mr. Santrock, seconded by Dr. Wallace, it was unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director in consultation with the Chairman of the Support Services Committee is authorized to develop specifications and proceed with the bid process, including award of the bid not to exceed $30,000 for the purchase of a new telephone system for the Charleston Library on the condition that $30,000 in restored State Grant-In-Aid are received.

Microcomputer and Printer. Ms. Wright explained the operations of the existing word processor in the Administrative Office. It is an IBM Displaywriter donated in 1983. The present system is obsolete at today's standards allowing for minimal word processing functions only. The word processor is being shared by two people (sometimes more) maintaining work for the Administrative and Personnel Offices which often results in work not being produced in a timely or efficient manner. There is a definite need for a more sophisticated computer system that has the capability of doing more than pure word processing. The microcomputer currently used by the Account Technician will be used as an on-line link with the computer at the Board of Education as well as keeping track of various other financial records. It is recommended that a new microcomputer and near letter quality printer be placed in the Personnel Office. The funds are available in the current equipment line item for equipment.

After discussion, upon motion of Mr. Santrock, seconded by Mr. Kauffelt and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director is authorized to purchase a new Hewlett Packard microcomputer and printer for the Personnel Office for a sum not to exceed $3,800.

NEW BUSINESS

State Funding for FY 88/89 and FY 89/90. Dr. Ranson explained the State funding situation. As stated earlier approximately $30,000 of the $40,000 reduction made in State Grant-In-Aid funds to Kanawha County Public Library earlier this year will be restored by June 30. For fiscal year 1989/90 the Library also not received any written information but we understood that the State Grant-In-Aid funds may be $2.90 per capita rather than the $2.98 per capita we had at the beginning of this current fiscal

year. This reduction is due to the State passing on to each unit of State government the cost of some employee benefits that had previously been handled in another way, which resulted in less funds being available for distribution through the State Grant-In-Aid program.

Authorization to Travel. Ms. Wright reported that the annual meeting of the American Library Association would be held in Dallas, Texas, June 23-29, 1989 and requested authorization from the Board to attend the annual meeting, along with Jo Ellen Flagg, Head of Branch Services. Ms. Wright discussed the costs of the Pre-Conference on Branch Library Services, air fare and room accommodations.

Mrs. Russell questioned that no amount for reimbursement of meals and other expenses had been requested. She did not believe that Ms. Wright and Mrs. Flagg should have to pay for their own meals.

Upon motion of Mr. Kauffelt, seconded by Dr. Wallace, and unanimously carried, the following Resolution was adopted:

> RESOLVED, That Linda Wright and Jo Ellen Flagg be authorized to attend the American Library Association Annual Conference to be held in Dallas, Texas June 22-29, 1989 and that they be reimbursed for a portion of their expenses in an aggregate amount not to exceed $2,400.

City of South Charleston. Due to a pressing need for additional funds, the City of South Charleston is considering the possibility of trying to obtain a portion of the funds paid under the 1957 Special Bill to Kanawha County Public Library by the Kanawha County Commission based on the valuation of property located in the City of South Charleston. Last year the Kanawha County Public Library advised the City of South Charleston that under the 1957 Special Bill, the Library had no legal

authority to spend funds on the South Charleston Library. There will be a meeting with representatives of the City of South Charleston and the South Charleston Library discussing these issues on May 24th at 4:00 p.m. Dr. Wallace suggested that a list of all services which Kanawha County Public Library provides to the South Charleston Library or the residents of the City of South Charleston be prepared for distribution at this meeting.

Kanawha County Commission. The Library Director reported that the newspaper publication of the 1989/90 budget of the Kanawha County Commission disclosed that the Commission had only included $937,152 in its budget for Kanawha County Public Library, and this amount is $24,000 less than the amount requested by the Library. Dr. Ranson made several attempts to discuss this matter directly with the County Administrator but to no avail. Approximately ten days later the Library received a memorandum from Mr. Ron Gregory, County Administrator, indicating how the County Commission had arrived at its figure for the 1989/90 fiscal year and indicating that this was also how the County Commission had arrived at the amount budgeted for the Library for the current fiscal year. Ms. Wright reported that the Library had received no notice from the County Commission as to what amounts the County Commission budgeted for the Library in the current fiscal year or in the 1989/90 fiscal year and that the amount budgeted for the current fiscal year is $9,102 less than the Library had requested. Mr. Ray stated that upon being notified by Ms. Wright of this situation he contacted Mr. Duke Bloom, President of the Kanawha County Commission. Mr. Ray suggested to Mr. Bloom that representatives of the Library and County Commission meet to discuss the matter. Mr. Bloom did not agree to have

such a meeting, but said the matter would be referred to the County Attorney. A subsequent inquiry to the County Attorney disclosed that the matter had been referred to the Prosecuting Attorney's office.

Dr. Ranson then advised the Board about the Kanawha County property valuations and assessments for the current fiscal year and for 1989/90, which he obtained from the County Assessor's office.

After further discussion, on motion of Dr. Wallace, seconded by Mrs. Rugeley and carried, with Mr. Moss voting against the motion, the President and Library Director were authorized to hire attorneys to represent the Library to institute such legal action as may be necessary to require the Kanawha County Commission to pay the Library all funds due for the current fiscal year under the 1957 Special Bill.

There being no further business, the meeting on motion was adjourned.

John L. Ray

President

Sheila F. Smith

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

June 12, 1989

The regular meeting of the Board of Directors of the Kanawha County Public Library was held on June 12, 1989 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray	Mr. Moss
Mrs. Chilton	Mr. Rolston
Mrs. Davis	Mrs. Rugeley
Mrs. Glasser	Mrs. Smith

Also present were Ms. Linda Wright, Library Director, Dr. Frederick Ranson, Administrative Services Officer and Ms. Jacqueline Ware, Administrative Assistant.

Approval of Minutes. Since the minutes of the May 8, 1989 meeting had not been received by members of the Board, this item was deferred until the next meeting.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Glasser, seconded by Mrs. Rugeley and unanimously carried, the payment of the Book Bills ($119,876.40) and General Bills ($83,563.47) was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of ($3,055.91) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Glasser, seconded by Mrs. Rugeley and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of June, 1989. Included were the following:

> A number of staff members attended a variety of training sessions during May. Four paraprofessionals participated in an intensive two-week program on developing knowledge and skills in providing reference services at the annual Marshall Institute. Twelve staff members attended a children's services workshop. Six supervisors learned how to effectively criticize and discipline employees. Marsha Holliday participated in a two-day session about personnel in the 1990's and Fred Ranson and Adrienne Worthy attended a workshop on time management. Karen Philippi took a one day advanced workshop on the use of the Lotus computer software.
>
> May also saw many staff hours spent on preparing for the children's summer reading program. With our two vacant children's librarian positions the burden of developing this program fell to two people, Terri McDougal, Acting Department Head and Donna Gettys, Children's Associate from St. Albans. They have done a great job. Adrienne Worthy assisted by soliciting prizes from various businesses as well as developing flyers listing the programs scheduled at each branch and writing an extended news release which has been printed in each of the Metro sections as well as other editions of the newspapers. Posters have been sent to each elementary school promoting the program. Some individual school visits were made as well. Our theme focuses on dinosaurs and should prove quite popular.
>
> The bid to reroof the St. Albans Library was awarded to Harris Brothers for $13,440 plus $3,210 to rebuild the cornice gutters. The wet weather has slowed down the work on this project. Fred Ranson also spent considerable time in May drafting the specifications for the new telephone system for Charleston.

Reports of Committees.

Financial Affairs Committee.

Amended Budget 1988/1989. In the absence of Mr. Ellis, Ms. Wright reported on certain aspects of financial record keeping that need to be attended to before the fiscal year ends on June 30, 1989. She explained certain non-appropriated receipts in the sum of $92,870.35, as shown on the exhibit thereof attached to the minutes of this meeting.

NON-APPROPRIATED RECEIPTS

1988/1989

Interest Earned - over and above $20,000.00 est.	$15,442.97
Miscellaneous Receipts - over and above $47,500.00	13,372.68
Book Sale	2,304.17
Sale of West Virginia Foundation Director	330.00
State of West Virginia - VTLS Grant	15,240.00
State of West Virginia - Automation Grant	8,131.60
State of West Virginia - Institutional Grant	13,300.00
Kanawha County Board of Education - PEIB Refund	716.16
Kanawha County Board of Education - PEIB Refund	1,456.32
Kanawha County Board of Education - PEIB Refund	1,813.81
Kanawha County Board of Education - PEIB Refund	8,141.66
Kanawha County Board of Education - Previous outstanding checks cancelled	3,575.11
Greater Kanawha Valley Foundation - Video Cassette Grant	220.48
Clendenin Public Library - 1988/1989 Contribution	3,616.00
Jasper Transmission - Reimbursement for labor and parts on bookmobile	45.96
Charleston Newspapers - Refund for Gazette and Daily Mail for Marmet Library	28.46
Sherwin Williams - Overpayment on account	154.00
National Cash Register - Cancellation of contract	63.28
American Office Systems - Cancellation of contract	150.00
Rose City Press - Refund on items returned	74.14
Tri-State Mechanics - Refund on van repairs	1,195.35

Karen Dunkle - Workmans Compensation refund	293.85
State Farm Insurance - Claim on collision of Sunbird	315.62
Town of Belle - Purchase of a duplicating machine	25.00
Tech Foundation - Purchase of card catalogs	5.00
Tech Foundation - Purchase of card catalogs	11.00
Baker and Taylor - Refund on postage	91.50
Baker and Taylor - Refund on postage	60.84
Baker and Taylor - Refund on postage	149.41
Baker and Taylor - Refund on postage	154.35
West Virginia Library Association - Refund on postage	90.20
United States Post Office - Refund on envelope postage	16.50
United National Bank - Expenses for "Imagination Celebration" Program	250.00
Otis L. O'Conner - Contribution for "Imagination Celebration" Program	50.00
Robert O'Connor - Contribution for "Imagination Celebration" Program	100.00
Humanities Foundation of West Virginia - Honorarium for "Imagination Celebration" Program	170.00
Capitol Cablevision - Contribution for "Food for Thought"	450.00
Peggy Palmer - Insurance premium for PEIB	320.00
Jay Pauley - Insurance premium for PEIB	808.00
Lorena Ammar - Insurance premium for Dental/Vision	19.56
Donald Bain - Insurance premium for Dental/Vision	29.34
Peggy Palmer - Insurance premium for Dental/Vision	19.56
Emanuel Robinson - Insurance premium for Dental/Vision	9.79
Zetta Walker - Insurance premium for Dental/Vision	58.68
	$92,870.35

After discussion, upon motion of Mrs. Chilton, seconded by Mr. Rolston and unanimously carried, the following resolution was adopted:

RESOLVED, That the Budget of the current 1988/1989 fiscal year be amended to reflect the non-appropriated receipts of $92,870.25 as submitted to this meeting as well as additional monies received between this date and June 30, 1989.

Outstanding Checks. Ms. Wright submitted a list of outstanding checks which should be cancelled, in keeping with standing recommendations of the Library's auditors, with the proviso that they may be reissued should valid claim arise.

The checks to be cancelled are as follows:

1/25/88	Demmer, Michele	314449	$ 35.84
2/19/88	Metropolitan Washington Library	438194	$ 10.00
2/19/88	Day, Phillip H.	438204	$ 8.00
6/21/88	Jiffy Lube	438895	$ 18.95
7/13/88	Lance's	439048	$ 14.70
10/19/88	Kroesser, Debbie L.	439473	$ 8.00
11/22/88	Nash, Christina	439624	$ 18.00
11/29/88	A T & T Credit Corporation	439702	$ 68.59
12/21/88	Knauff, Laura J.	439814	$ 5.00
		TOTAL	$187.08

Upon motion of Dr. Bannerot, seconded by Mrs. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks as submitted to this meeting with the proviso that a check may be reissued should a valid claim arise.

Restoration of State Grant-In-Aid funds for FY 1988/89. Ms. Wright reported that KCPL has been waiting for official information from the West Virginia Library Commission regarding the restoration of State Grant-In-Aid funds. Upon motion of Mrs. Rugeley, seconded by Mrs. Glasser, and unanimously carried, the following resolution was adopted:

RESOLVED, That due to the restoration of most of the State Grant-In-Aid funds that were reduced earlier this fiscal year, the current 1988/89 budget be amended to show an increase in revenue of $35,691 and line item expenditures as follows:

Furniture and Equipment	$30,691
Bookmobile Reserve	5,000
	$35,691

Ms. Wright explained that the Board at the May meeting had approved using these funds to purchase a new telephone system for the Charleston Library. Since that bid had come in at slightly less than $25,000, Ms. Wright requested that the Board consider the purchase of an OCLC microcomputer workstation for the Technical Services Department. The cost of the leased terminals will not be supported by OCLC after January 1, 1990 and cost over $400 per month to lease. After discussion, upon motion of Mrs. Davis, seconded by Mrs. Rugeley and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director is authorized to purchase an OCLC microcomputer workstation to replace the current leased terminals at a cost not to exceed $5,000.

Reduction of funds from Kanawha County Commission for FY 1988/89.

Mr. Ray reviewed the situation of the 1988/89 budgeted funds for KCPL from the Kanawha County Commission and reported that the amount is $9,102 less than the Library had requested. He will make another request by letter to the Kanawha County Commission asking for a meeting to discuss this situation.

Public Services Committee.

Obstacles to Service Report. Mr. Moss, Chair, explained the Obstacles to Service Report and how it originated. The committee has completed the survey and has reviewed each issue. Many obstacles have been handled, some are on hold due to our limitations. The committee will now follow up and provide the staff members with an update as to the current status of each item listed.

Change in dates for Sunday Service-FY 1989/90. Mr. Moss reported that due to the financial constraints of Kanawha County Public Library and because the Library on average is least used by the public on two Sundays in September, two Sundays in May and two Sundays closest to the Christmas and New Year's holidays consideration should be given to reducing Sunday service to 27 Sundays a year. Upon motion of Mr. Moss, seconded by Mrs. Smith, and unanimously carried, the following resolution was adopted:

> RESOLVED, That Sunday Service begin with the first Sunday in October and continue through the last Sunday in April each fiscal year with the exception of closing on Easter and the two Sundays closest to the Christmas and New Year's holidays.

Disposition of Rare Books. Ms. Wright reported that Kanawha County Public Library has a large collection of rare books, most of which are multi-volume sets, that are being stored at present. These collections are quality items that an academic library might use in their collection. However, no institution in the Kanawha Valley is interested in them. The rare books are too valuable for open access in a public library and are not being stored in climate controlled conditions and are deteriorating. They are also utilizing needed space at our facility.

Trans-Alleghany Books, a local bookstore, may want to purchase some of the books or would take some of the volumes on consignment and try to sell them. After discussion, upon motion of Mr. Moss, seconded by Mr. Rolston and unanimously carried, the following resolution was adopted:

RESOLVED, That the "rare books" that have been in storage will be offered to Trans-Alleghany Books for purchase and/or on a consignment basis for up to one year.

RESOLVED FURTHER, That books that Trans-Alleghany does not take or are returned after one year will be given to West Virginia University.

Space needs and space utilization. Mr. Moss stated that the committee had been discussing space needs at the Charleston Library as part of the Obstacles to Service report. Mrs. Smith stated that a thorough review of space utilization and space needs at the Charleston Library was very much needed. Upon motion of Mr. Moss, seconded by Mr. Rolston, and unanimously carried, the following resolution was adopted:

RESOLVED, That the President of the Board appoint a special committee to study the space utilization and space needs within the Kanawha County Public Library system.

Personnel Committee.

Staff Morale Survey. Linda Wright reported that last fall an Excellence in Service task force was formed and chaired by Danny McMillion. The purpose was to find out how we could give better service at Kanawha County Public Library. The task force took several directions addressing staff morale, space needs and time constraints. Dr. Bannerot, Chair, reported that the committee is studying and working through the Staff Morale Survey and will give a full report upon completion.

Head of Children's Services. Ms. Wright reported that the library has been searching for the Head of Children's Services for over six months and

that the two candidates the library brought in for interviews did not have the proper qualifications. Upon motion of Dr. Bannerot, seconded by Mrs. Glasser, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to offer the position of Head of Children's Services to Terri McDougal.

Support Services Committee.

Contract for heating, ventilation, air conditioning and temperature control equipment at Charleston Library. Ms. Wright reported that notification had been received from Johnson Controls, the company handling our heating, ventilation, and air conditioning system at the Charleston Library, that they would not renew the contract at the present rate. We believe that our full-time technician, Eddie Childers, can accommodate some of the heating and air conditioning needs with a reputable company handling maintenance of the large equipment. Upon motion of Mr. Rolston, seconded by Mrs. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director in consultation with the Chair of the Support Services Committee be authorized to draft specifications, advertise to bid and award a contract for maintenance of the heating, ventilation, air conditioning and temperature control equipment at the Charleston Library in an amount not to exceed $20,000 per annum.

Long Range Planning Committee.

Cross Lanes Expansion. Mrs. Rugeley reported on a meeting that she and Linda Wright attended on Thursday, May 11, 1989, of the Cross Lanes Branch Library Board. They requested support from the Kanawha County Public Library in their efforts to expand the Cross Lanes Branch Library. More space is needed for staff work areas, seating for the public and shelves to accomodate a larger collection.

The Lions Club of Cross Lanes is looking for projects to sponsor at this time and has shown an interest in the Cross Lanes Branch Library expansion. The Cross Lanes Library Board will look to the Lion's Club and other community groups to assist in a fund raising campaign.

Ms. Wright expressed concern that additional staff might be needed within the first year after the expansion to handle the increased usage, even if the hours of operation are not increased. Cross Lanes Branch Library currently contributes $3,000 a year to the revenues of the Library. The increased space would result in additional costs for maintenance and utilities. Mrs. Rugeley shared a letter and drawings of the proposed expansion from Mr. Bill Peckol with the Board members. A lengthy discussion regarding the expansion of the Cross Lanes Branch Library followed.

Upon motion of Mrs. Rugeley, seconded by Mrs. Glasser, and carried, the following resolution was adopted:

RESOLVED, That Kanawha County Public Library ("KCPL") will permit Cross Lanes Library Board, ("CLLB) to expand the Cross Lanes Branch Library not less than 1200 square feet (the "Project") on the following conditions:

A. Prior to commencement of construction:

1. CLLB shall submit for approval by the Kanawha County Public Library Director (the "Director") and Kanawha County Public Library Administrative Services Officer (the "Services Officer") the plans and specifications for the Project and the specifications for furniture and equipment, including but not limited to, commercial grade carpeting, library steel shelving, tables and chairs (the "furniture and equipment") to be installed in the Project;

2. CLLB shall submit for approval by the Director and the Services Officer a detailed budget for the Project showing (i) the funds projected to be raised for the Project and the furniture and equipment, the source of the funds and the specific amounts from each source and (ii) the

projected costs and expenses for the Project and the furniture and equipment;

3. Construction of the Project shall not commence until the Director and Services Officer are satisfied that all funds required for construction of the Project and purchase of the furniture and equipment are or will be available for such use.

4. CLLB shall submit for approval by the Director and the Services Officer all contracts for the furnishing of labor, materials or equipment for the Project and for the purchase of furniture and equipment prior to execution of the contracts or completion of the purchases; and

5. CLLB shall open a separate bank account in its name for the deposit of all funds raised by CLLB for the Project and pay expenditures for the Project from that account.

B. During construction of the Project:

1. CLLB shall give proper consideration to the recommendations of the Director and the Services Officer on the construction and the site preparation of the Project;

2. CLLB shall submit monthly statements to the Director showing in detail the funds raised for the Project and the expenditures incurred for the Project during the preceding calendar month;

3. CLLB shall submit to the Director from time to time when requested all bank statements for the CLLB account and all cancelled checks drawn on that account;

4. CLLB shall submit to the Director copies of all invoices for work, labor, materials, furniture and equipment for the Project and shall secure the approval of the invoices by the Director prior to payment; and

5. CLLB shall secure releases from all contractors for work, labor, materials and equipment furnished to or for the Project upon final payment of the invoices of the contractors and shall submit the releases to the Director.

C. After completion of construction:

1. CLLB understands and agrees that KCPL will not employ additional staff at the Cross Lanes Branch Library (other than the staff currently available) until KCPL's Board of Directors determines that additional staff can be hired.

2. CLLB will assist in every way possible with ongoing recruitment of volunteers to provide assistance to the Cross Lanes Branch Library staff in order to meet the anticipated increased usage of the branch library after the expansion;

3. CLLB understands and agrees that KCPL will be unable to increase the hours of operation of the Cross Lanes Branch Library from the current 39 hours per week until the KCPL's Board of Directors determines that this can be done; and

4. KCPL anticipates that it will incurr increased utilities and maintenance costs and expenses for the expansion of the Cross Lanes Branch Library, and CLLB understands and agrees that KCPL will increase the annual contribution of Cross Lanes Branch Library to KCPL to help defray such increased costs and that the amount of the contribution will be re-evaluated annually by KCPL.

D. General

1. CLLB agrees to furnish or cause others to furnish all of the funds necessary to construct and complete the Project and to purchase the furniture and equipment;

2. CLLB understands and agrees that KCPL will hold title to the Project after completion and the furniture and equipment installed therein.

3. Construction of the Project shall be substantially completed within nine (9) months after it is commenced.

There being no further business, the meeting on motion was adjourned.

PRESIDENT

SECRETARY

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 14, 1989

The Annual Meeting of the Board of Directors of the Kanawha County Library was held on Friday, July 14, 1989 at 2:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mr. Ray	Mr. Rolston
Mrs. Chilton	Mrs. Smith
Mr. Fontalbert	Dr. Wallace
Mr. T. D. Kauffelt	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Jacqueline Ware, Administrative Assistant.

The President welcomed Mr. Karney Tinney, Sissonville Library Board; Mr. Terry Cavender, Cross Lanes Library Board; branch librarians, department heads and staff who were in attendance.

Mr. Ray, President, presided. The Assistant Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the May 8, 1989 and June 13, 1989 meetings were approved.

Correspondence. Ms. Wright read a letter from Mr. Richard D. Trumble, Ph.D., Superintendent of Kanawha County Schools approving Mr. T. D. Kauffelt and Mrs. Virginia Rugeley to serve six-year terms on the Kanawha County Public Library Board of Directors.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Smith and unanimously carried, the payment of

the Book Bills ($16,854.56) and General Bills ($54,131.92) was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of ($1,518.70) duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Smith and unanimously carried, it was ordered that the bills set out on the said list be paid.

Annual Report. The President introduced Ms. Wright, Library Director. The President then asked for the Library Director's Annual Report for 1988/89. Ms. Wright noted some of the accomplishments during the past year which are as follows:

Library Board

- Three members were appointed

  Darrell Rolston, Freddy Davis and
  Terry Fontalbert

- Two members were reappointed

  T. D. Kauffelt, Virginia Rugeley

- One member deceased

  Dewey E. S. Kuhns

- Two members resigned

  Dr. Shirley Hairston, Harry Wallace, III

Personnel

Retirements: Joel Stern, Assistant Director
Mary Jo Jackson, Library Assistant I, Circulation
Sara Louise Meadows, Library Assistant I, Circulation
Peg Walker, Audio Visual Librarian
Ninetta Mae Thomas, Library Associate II, Technical Services
Virginia Banning, Office Associate II, Administrative Office

Betty Jane Harper, Library Assoc. I, Children's
Emmanuel Robinson, Maintenance Assistant, Building & Grounds
Lorena Ammar, Administrative Assistant

- The most consequential event in the fiscal year 1988/89 was the early retirement program offered by the state retirement system. As a result of this program, nine full-time staff members with over 200 years of combined service left the Kanawha County Public Library system over a nine month period of time. This resulted in numerous short staffing situations for most of the fiscal year. The members of the staff have valiantly worked to continue to provide the best possible service to the public despite the circumstances and are to be commended for their efforts.

- A number of training and development opportunities were provided to all levels of staff such as attendance at the West Virginia Library Association Conference in Huntington, Young Adult Programming Seminar co-sponsored by the National Endowment for the Humanities and the American Library Association's Children's Literature Conference at Ohio State University in Columbus, two-week program at Marshall University on developing knowledge & skills in the area of Reference, National Bookmobile Conference in Columbus, Public Library Association Workshops in Chicago, American Library Association Annual Conference in Dallas, Middle Management Program for Library Administrators at Miami University at Oxford, Ohio. A number of one-day supervisory and management workshops were attended by a number of staff members.

- In-service training sessions conducted by our own staff included mending workshops presented by Susan Harper, care and maintenance of computer terminals, and keyword searching using the on-line catalog both presented by Karen Philippi.

- An Excellence in Service Task Force was formed to determine ways to improve our service delivery to the public. As a result this Task Force conducted an in depth staff morale survey. They subsequently compiled and distributed the results, which the Personnel Committee of the Board is currently reviewing.

Operations

- The Clendenin Public Library became a full branch of the Kanawha County Public Library system.

- The circulation of videos amongst all units in the system was begun. Over 14,400 circulations of videos were recorded during the year.

- An Obstacles to Service Report evolved from responses to a survey of each local library board and each supervisor in the Kanawha County Public Library system regarding the identification of obstacles and problems to the delivery of service. Of the 43 items identified 16 have been completed or have had as much action taken as is possible at this time and work is in progress on 20 other items. The Public Services Committee of the Board has reviewed all items listed on the report.

- Card catalogs were removed from public areas of all branch libraries.

- The "Materials Selection Policy" was revised by the Public Services Committee of the Board and adopted.

- The Bookmobile initiated stops at shopping areas on Saturdays during the school year.

- The frequency of courier service to most branches was increased to allow requested materials to reach patrons faster.

- First drafts of internal procedures manuals were developed by each unit in our system.

- The RECON project in Technical Services was concluded. We believe less than five percent of the items in our collection remain to be bar coded and entered into the database.

- The cataloging of materials remained up-to-date with all items being cataloged, processed and distributed for public use within four weeks of being received. The Technical Services Department ordered, cataloged and processed 26,000 items during the year.

- The Order Section of the Technical Services Department developed computerized lists of materials such as annual editions, business services, etc. that will allow for a more efficient annual review and ordering process.

- Tours of the Charleston Library and branch libraries were held for Board members.

- A Policy for Confidentiality of Library Records was developed by the Public Services Committee of the Board and adopted.

- A grant of $9,677 was received from the U.S. Department of Education to hire a part-time staff member to select and organize literacy materials collections for the branch libraries.

- A grant of $5,000 was received from the Greater Kanawha Valley Foundation towards the purchase of a new bookmobile.

- A rotating collection of mysteries and biographies was begun amongst the branch libraries and the Extension Department. This will allow books in these popular categories to be used by more patrons around the system by providing a wider variety of titles than most locations could purchase solely from their share of the materials collection.

Automation

- New acquisitions/book ordering system software was installed.

- Basic circulation functions on the bookmobile were automated.

- The entire database of over 500,000 items was indexed to enable the system to accommodate key word searching of the on-line catalog. This should enable patrons to more readily find materials in the database.

Public Relations

- A grant was received from the West Virginia Humanities Foundation to enable local artist Doug Goebel to develop a slide program, "On the Great Kanawha". Mr. Goebel made three presentations of this show which were attended by more than 150 people.

- The annual Regatta booksale was held.

- "Imagination Celebration" a storytelling program was held at Capitol Plaza Theater honoring former KCPL Children's Librarian, Wilma Brown. Over 400 people attended.

- Elizabeth Fraser from the Reference section offered two half-day workshops on the foundation materials in our collection to representatives of non-profit organizations.

- A "Food For Thought" campaign was conducted in December which allowed fines to be forgiven with the donation of a can or box of food. Over 8,000 items of food were collected and given to local food pantries.

- An essay contest was held in April, entitled "Read Your Way to the Governor's Office" sponsored by the West Virginia Library Commission. Over 300 entries were received from junior high school students in Kanawha County.

- The Library Appreciation Day Dinner was held at the Civic Center by the WV Library Association with approximately 1,000 people in attendance including over 100 from Kanawha County.

- Terri McDougal, Head of Children's Services Department and Donna Gettys Children's Associate from St. Albans, planned and initiated the 1989 Summer Reading Program with the theme "Dinosaur Tracts" which has attracted a large turnout throughout the KCPL system.

- In September KCPL participated in a national program to promote library cards for school students. A packet of information was distributed to each elementary school student in the County.

- A young adult summer reading program was developed by Danny McMillion for the Marmet library.

Physical Plant and Equipment Maintenance and Operation

- Carpeting was replaced in areas of the Charleston and St. Albans libraries.

- A book security detection system was installed at the St. Albans branch with the purchase of the system by the St. Albans Library Board.

- The roof of the St. Albans Library was replaced.

- The signs at the Cross Lanes and Sissonville libraries were replaced.

- A thorough cleaning of the interior of the Dunbar Library was conducted. Several areas were painted.

- The outside drainage system in front of the Elk Valley Library was repaired.

- Specifications were developed and the liability insurance package was put out to bid and the bid was awarded.

- Several major repairs were made to the bookmobile and delivery van.

- Specifications were developed for the heating, air conditioning and ventilation maintenance contract for the Charleston Library and were put out to bid and the bid was awarded.

- The telephone system at the Charleston Library was replaced.

- An additional disc drive for the automated system was purchased to enable key word searching.

- Five computer terminals and bar code readers were replaced.

- An index table and chairs for the Reference section were purchased to improve access to business services.

- The collections on the children's floor of the Charleston Library were rearranged. A large portion of the area was painted and furniture reupholstered to improve the appearance of the floor.

- Badly deteriorating curtains on a number of windows at the Charleston Library were replaced with vertical blinds.

- Three microfilm readers and a reader-printer were purchased for the Reference section to replace worn out equipment.

- Three microfilm cabinets were purchased to enable more microfilm to be housed on the first floor in the Reference section and reduce to some extent the time that had been spent retrieving these items from storage on third floor.

- Ten secretarial chairs were purchased to begin to replace worn out chairs.

- A review of maintenance and janitorial contracts resulted in the decision to discontinue two contracts and have those services handled by existing staff and the creation of a position of Senior Building Operations Technician. This change resulted in an estimated savings of over $10,000.

The Library Director introduced the staff members present. They were: Dr. Fred Ranson, Administrative Service Officer; Sara Sue Wright, Head, Adult Services Department; Karen Philippi, Automation Manager; Terri McDougal, Head, Carol Johnson, Children's Services Department; Adrienne Worthy, Community Liaison Officer; Judy Duncan, Head, Extension Services Department; Marsha Holliday, Personnel Manager; Lois Leasure, Reference Supervisor, Elizabeth Fraser, Librarian, Reference Department; Claudia Benton, Head Technical Services; Debbie Musser, Order Section Supervisor, Technical Services; Jo Ellen Flagg, Head, Branch Services; Jean Andrews, Branch Librarian, Clendenin Library; Alice Riecks, Branch Librarian, Cross Lanes Library; David Schau, Branch Librarian, Dunbar Branch Library; Linda Hill, Branch Librarian, Elk Valley Library; Treletta Wallace, Branch Librarian, Glasgow/Marmet Libraries; Sara Thompson, Branch Librarian, Donna Gettys, Children's Department, St. Albans Library; Danny McMillion, Branch Librarian, Sissonville Library, and Jacqueline Ware, Administrative Office.

Some of the staff members then made presentations to the Board. Claudia Benton, Head, Technical Services Department spoke on the expansion of the database since the VTLS computer software package was originally installed in 1984. The expansion was accomplished by a three-year retrospective conversion project employing part-time, temporary staff in the Technical Services Department to attach the items in our collection to MARC records. Although the task of cataloging all of the records, in conjunction with continuing service to the patrons has been a real challenge, almost the entire collection has been transferred to our data base and consists of 226,000 bibliographic records and over 528,000 items.

Linda Hill, Branch Manager, Elk Valley Library, reported on the effects of this automation at the Elk Valley Branch. Before the Public Access Terminals (PAT), the patrons were restricted in the number of books to which they had access. Patron requests were handled manually and had to be searched in the Charleston card catalog or in the shelf list maintained in Technical Services. With the public access terminals the patrons had to first be introduced to the computer in order for them to realize the many advantages of a computerized systemwide indexing system.

Lois Leasure, Reference Supervisor, spoke on the positive impact of the public access terminals in Charleston. The conversion has helped the full services of the library to be utilized by the public, especially the inter-library loan system. The computer system gives immediate information as to whether or not an item is available and the location of the item.

Elizabeth Fraser, Reference Librarian reported on the impact of "Watch What You Read" displays at the Charleston Library. This program is an attempt to tie television and books together. The fact that this is a media conscious age must be taken into consideration to increase the

circulation of library collections. A successful television show or movie generates a lot of interest by the public. The library tries to appeal to this public interest by selecting themes and generating graphics to promote interest in a wide range of reading materials related to the subjects of popular movies or mini-series.

David Schau, Branch Librarian, Dunbar, discussed the book themes and displays being used at Dunbar. Mr. Schau, along with the help of Danny Dixon, try to market various books and generate interest in reading by creating interesting exhibits. These displays catch the patron's attention and many times most of the books from the displays are read.

Terri McDougal, Head of Children's Services, reported on the summer reading program, Dinosaur Tracts. Dinosaur Tracts is a state-wide reading program whose primary purpose is to cultivate interest with the younger readers. 2,660 children are registered for Dinosaur Tracts through the KCPL system so far this summer. Excitement has been created in many fascinating ways such as poster contests, story time, t-shirt contests, and reading incentives. The children's summer reading program has been a big success.

Donna Gettys, Branch Librarian, St. Albans, reported on the Disney Day Program held at St. Albans in February. Several Walt Disney films from the Library Commission were shown and books and other material were displayed. This theme generated a lot of interest and excitement with the young readers as most of the displayed items were checked out.

Danny McMillion, Branch Manager at Sissonville, gave an enthusiastic report on generating interest with the young adult readers. After some research and attendance at a national seminar offered by the American Library Association on programs for teenagers, she found that in order to

capture the attention of the young adults (teenagers), she needed to offer some incentives that would appeal to this age group. Ms. McMillion reported on how she had developed the first young adult summer reading program in the State. In the program there are various steps that have to be completed before the young adult readers can qualify to win food coupons, autographs from celebrities, t-shirts, money, etc. Thirty-seven teenagers are currently enrolled in the program.

Adrienne Worthy, Community Liason Officer, discussed marketing the library. She explained that many people think that a library is boring, academic and intimidating. People don't realize all the interesting and fascinating things that can be found inside a library. A "Food for Thought" campaign was conducted in December which allowed fines on overdue materials to be forgiven with the donation of a can or box of food. Over 8,000 items of food were collected and given to local food pantries. We had a very positive response to our efforts in this program. "Imagination Celebration" was a storytelling program at Capitol Plaza Theater honoring former KCPL Children's Librarian, Wilma Brown, with over 400 people attending. The publicity and interest generated by these campaigns was such a success that these programs will be repeated in 1989/90.

Ms. Wright thanked the staff for their informative reports. Mr. Ray thanked the staff for their efforts in keeping the Board alerted to the activities of the library. Dr. Wallace complimented the staff on their ingenuity in conveying their information to the Board.

Election of Officers. Mrs. Smith, Chair, reported that the Nominating Committee recommended the following slate of officers for 1989/90:

John L. Ray	- President
Frederick Bannerot	- First Vice President
Virginia Rugeley	- Second Vice President
Linda G. Wright	- Secretary/Treasurer
Frederick D. Ranson	- Assistant Secretary/Treasurer

There being no nominations from the floor, upon motion of Mrs. Smith, seconded by Mr. Kauffelt, and unanimously carried, it was moved that the above-named officers be elected by acclamation.

There being no further business, the meeting on motion adjourned.

John L. Ray
President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 14, 1989

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on August 14, 1989, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mr. Ray
Mrs. Chilton	Mr. Rolston
Mrs. Davis	Mrs. Rugeley
Mr. Ellis	Mr. Santrock
Mr. Fontalbert	Dr. Wallace
Mr. Kauffelt	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, and Ms. Jacque Ware, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the July 14, 1989 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Chilton, seconded by Mrs. Rugeley and unanimously carried, the payment of the Book Bills in the amount of $28,543.42 and General Bills in the amount of $100,535.22 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $2,444.51 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Chilton, seconded by Mrs. Rugeley and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of July, 1989. Included were the following:

> July was filled with a wide variety of activities offered in conjunction with our Summer Reading Program, Dinosaur Tracts. There was an Eggs Stra Special contest for children to design dinosaur eggs and those children successful in completing the dinosaur scavenger hunt, which consisted of looking up answers to dinosaur questions in reference books, received a dinosaur hunting license. The World of Science store presented programs in several units. A poster contest was held in many locations consisting of children designing a dinosaur and composing a short story about their creation. In all 59 programs were held with 1,255 children attending.
>
> The new telephone system was installed. We worked with Bell Atlantic all during July to deal with the inevitable problems that arise with a project of this size. Most of the problems have now been resolved.
>
> Also in July the voice/data line that connects a terminal in the Administrative Office directly with our budget account on the computer at the Board of Education was installed. Training has begun on how to access and perform the various functions directly on-line.

Reports of Committee.

Personnel Committee. Dr. Bannerot, Chair, reported that the Committee met on August 10, 1989 in the Board Room of the Library to consider several items.

Staff Development Day. Ms. Wright proposed to close the library system for one day in December to allow the staff the opportunity to attend a variety of training sessions for the purpose of staff development. Upon motion of Dr. Bannerot, seconded by Dr. Wallace, and carried, with Mr. Kauffelt voting against the motion, the following resolution was adopted:

> RESOLVED, That the Library Director be authorized to close all units of the Kanawha County Public Library System to the public on Wednesday, December 6, 1989 for the purpose of allowing a day long program of staff development to be held.

Long-Term Disability Insurance. Dr. Bannerot reported that the Personnel Committee reviewed bids of a number of companies for long-term disability insurance coverage for all full-time staff members. Upon motion of Dr. Bannerot, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to initiate an additional paid benefit of covering the cost of long-term disability insurance for all full-time library staff members, and

FURTHER RESOLVED, That the Library Director be authorized to enter into an arrangement with TIAA for this coverage (180 day waiting period, 60% of salary/maximum benefit $4,000/ month plus CPI) at a cost not to exceed $5,500 for the 1989/90 fiscal year.

Financial Affairs Committee. Mr. Ellis, Chair, reported that the Financial Affairs Committee met on August 8, 1989 to discuss the following topics:

Carry forward of funds from FY1988/89 to FY1989/90 and Update on State Grant-In-Aid. Mr. Ellis explained the allocation of $51,707.00 additional State Grant-In-Aid for FY1989/90 and an additional amount of $2,167.00 from State Institutions Grant.

Upon motion of Mr. Ellis, seconded by Mr. Kauffelt, and unanimously carried, the following resolution was adopted:

RESOLVED, That the additional projected FY1989/90 State Grant-In-Aid which is $51,707.00 more than the amount now included in the Library's FY 1989/90 Budget, be allocated as follows:

$ 5,225.40	Pro rata "pass through" to Nitro
$20,000.00	Branch Library Substitute & Personnel Expenses associated with staff service award
$ 5,000.00	Library Materials
$21,481.60	Furniture and Equipment (After mid-year review), and

FURTHER RESOLVED, That the additional projected FY1989/90 State Institutions Grant which is $2,167.00 more than the amount now included in the Library's FY1989/90 Budget be allocated to the Extension Services Department for library materials.

Amendment of 1989/90 budget.

Marmet Branch Library. As a result of the failure of the City of Marmet to contribute any funds towards the operation of the Marmet Branch Library during FY1988/89, the Financial Affairs Committee proposes that the operating hours be reduced from 22 to 18 hours per week effective September 1, 1989 and the expenditures for library materials be reduced $2,000 for the Marmet Branch Library during this fiscal year.

After discussion, upon motion of Mr. Ellis, seconded by Dr. Wallace and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to reduce the library materials budget for the Marmet Branch Library by $2,000 and the hours of operation by four (4) hours per week with the understanding that this action will be automatically rescinded upon receipt of the sum of $4,000 from the Town of Marmet to cover its 1988/89 contribution. The Director is directed to advise the Town of Marmet accordingly by letter.

Glasgow Branch Library. Mr. Ellis reported that this is the third year Kanawha County Public Library has asked the Town of Glasgow for a financial contribution. The Town of Glasgow has never contributed any money and according to a letter dated March 8, 1989, Mayor Tucker of Glasgow stated that the Library's request would not be honored for fiscal year 1989/90.

Upon motion of Mr. Ellis, seconded by Dr. Wallace and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to reduce the library materials budget for FY89/90 of the Glasgow Branch Library by $1,500.00 and to advise the Town of Glasgow accordingly by letter.

St. Albans Branch Library. Kanawha County Public Library requested $31,217.00 from the City of St. Albans in support of the operation of the St. Albans Branch Library for FY1989/90. The City of St. Albans has approved $27,795.00 for FY1989/90 which is the same amount the Library requested and the City paid during fiscal year 1988/89. As a result of this shortfall it is proposed that the Kanawha County Public Library would delay the opening of the St. Albans Branch Library on Sundays until January 21, 1990. If the City of St. Albans notifies the Library in writing that it intends to pay the $3,422 shortfall, the Kanawha County Public Library would immediately rescind the action.

Upon motion of Mr. Ellis, seconded by Dr. Wallace and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to reduce the salary allocation for the St. Albans Branch Library for FY89/90 by $3,242.00 and that, consequently, the St. Albans Branch will not be open on Sundays until January 21, 1990, and that the City of St. Albans be advised accordingly by letter.

Nitro Library. Mr. Ellis reported that $2,181.91 authorized for Personnel Services by the Nitro Library for FY1988/89 had not actually been spent. These amounts ordered/owed should be carried over into the next fiscal year for bookkeeping purposes.

Upon motion of Mr. Ellis, seconded by Mrs. Chilton, and unanimously passed, the following resolution was adopted:

RESOLVED, That the balance of $2,181.91 authorized for Personnel Services by the Nitro Library for FY1988/89 but not actually spent, be carried forward for the Nitro Library's FY1989/90 Budget for Personnel Services.

Kanawha County Public Library Encumbered Expenses. Mr. Ellis reported that certain balances in the amount of $166,686.65 for goods and services ordered by the Kanawha County Public Library for FY1988/89, but not

actually spent in that year be carried over into the next fiscal year in order to pay invoices received after July 1, 1989.

Upon motion of Mr. Ellis, seconded by Mrs. Davis, and unanimously passed, the following resolution was adopted:

RESOLVED, That certain balances specifically authorized to be spent in FY1988/89, but not actually spent in that year be carried forward and paid after July 1, 1989 in the total amount of $166,686.65 be added to the budget for FY1989/90 as follows:

1989 Encumbered Expenses as of June 30, 1989

Advertising	$ 19.44
Automation Supplies	5,359.80
Building Improvements	18,467.98
Building Repairs and Maintenance	613.16
Bookmobile Gas & Oil	35.00
Bookmobile Maintenance	290.72
Equipment Purchase	51,729.80
Equipment Repairs and Maintenance	219.20
Freight	95.42
Housekeeping Supplies	561.60
Library Materials	76,250.00
Library Supplies	1,898.44
Office Supplies	577.75
Postage	108.80
Printing	137.44
Programs	210.00
Rental Equipment/Vehicles	82.44
Salaries - Substitute Paraprofessionals	3,247.10
Software and OCLC	4,347.48
Staff Travel and Training	2,140.87
Trash Removal	82.75
Vehicle Maintenance	211.46
	$166,686.65

Purchase of Furniture, Equipment and Building Improvements. Mr. Ellis reported that the Library Director had prepared a list of furniture, equipment and building improvements to be purchased during fiscal year 1989/90. Ms. Wright explained the Library's need for these items.

Upon motion of Mr. Ellis, seconded by Mr. Kauffelt, and unanimously carried, the following resolutions were adopted:

RESOLVED, That the purchase of the following items be authorized:

Item	Account to be Charged	Cost not to Exceed
1 Advanced Terminal processor	Equipment Purchases	$ 7,000.00
6 Bar code readers	Equipment Purchases	$ 4,300.00
12 Computer terminals	Equipment Purchases	$ 4,800.00
3 Hewlett-Packard	Equipment Purchases	$11,500.00
3 Computer Printers	Equipment Purchases	$ 5,200.00
1 online backup software program	Equipment Purchases	$ 9,000.00
2 FAX machines	Equipment Purchases	$ 5,000.00
1 Cargo van	Vehicle Purchases	$15,000.00
1 Bookmobile	Extension Services/ Vehicle-Bookmobile Purchase	$85,000.00
Carpet installation and replacement	Building Repairs & Improvements	$10,000.00

FURTHER RESOLVED, That if needed, an additional $34,514.00 may be allocated from the unrestricted fund balance for FY1989/90 for the purchase of a new bookmobile and added to the Extension Services/Vehicle Bookmobile Purchase account. Specifications will be developed and the bid awarded in consultation with the Support Services Committee; and

FURTHER RESOLVED, That the Library Director is authorized to proceed with purchase of such of the above items available through State contracts, where appropriate; and

FURTHER RESOLVED, To proceed with purchase of such remaining items costing less than $3,000.00 but more than $1,000 by obtaining at least two written quotations; and

FURTHER RESOLVED, That the Library Director is authorized to develop specifications and proceed with the bid process for such of the remaining above items costing more than $3,000.00.

Jacobson Endowment. Mr. Ray reported that under the terms of a trust created by the late Bernard H. Jacobson, Kanawha County Public Library has received a gift consisting of cash and securities having a value of approximately $990,000 to establish an endowment fund. As specified in Mr. Jacobson's trust the income from this endowment fund is to be used to purchase books which will be designated as the "Bernard H. and Blanche E. Jacobson Collection", except that one-half of the fund may be used to construct an addition to the Library Building located at Capitol and Quarrier Streets if the Board of Directors of the Library determines that such an addition is needed. Ms. Wright has been in contact with the Greater Kanawha Valley Foundation for information on various investment guidelines for this Trust.

Membership Committee. Mrs. Chilton, Chair, reported that the Committee met August 14, 1989 in the Board Room of the library to discuss two vacancies that have not been filled. Also the matter of attendance of Board Members was discussed. Mrs. Chilton suggested having the branch libraries send a representative to the meetings of the Board who would speak at the meetings, but have no vote. This branch representative would be a liaison between the branch (community) library and the Board of Directors and perhaps would facilitate the identification of potential Board members outside of Charleston.

Upon motion of Mrs. Chilton, seconded by Mrs. Rugeley and unanimously carried the following resolution was adopted:

RESOLVED, That the Library Director be authorized to send a letter to the President of each branch library inviting the branch to select a representative to attend the meetings of the Board of Directors, with such representative being authorized to speak at meetings, but not vote on actions of the Board.

The Membership Committee discussed several choices for potential Board Members. The Committee continues to look for membership outside the Charleston area and has asked the Board's input for potential members.

There being no further business, the meeting on motion adjourned.

PRESIDENT

SECRETARY

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 11, 1989

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on September 11, 1989, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Chilton	Mrs. Russell
Mr. Fontalbert	Mr. Santrock
Mr. Kauffelt	Mrs. Smith
Mr. Moss	Dr. Wallace
Mr. Rolston	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Jacque Ware, Administrative Assistant.

Dr. Wallace, Past-President, presided in the absence of Mr. Ray, President. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the August 14, 1989 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Rolston, seconded by Mrs. Russell and unanimously carried, the payment of the Book Bills in the amount of $25,742.14 and General Bills in the amount of $33,683.67 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Bills of $1,417.71 duly certified and approved in accordance with the Bylaws and on motion of Mr. Rolston, seconded by Mrs. Russell and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of August, 1989. Included were the following:

> During early August the summer reading program, Dinosaur Tracts, ended. Over 2600 children participated in the program. Many compliments were received from the public about the activities that were held. We had some very enthusiastic participants who each read or had read to them over 100 books, but Tara Webb of Elk Valley read 209 books.
>
> During August, Danny McMillion formerly Branch Manager of Glasgow/Marmet and Sissonville left to attend graduate school in library science at the University of Kentucky. Pam Ward, formerly with the Reference Department at the Cabell County Library, has been hired as the Sissonville Branch Manager. Lois Leasure, Reference Services Supervisor at Charleston, resigned to return to her home state of Maryland for a position with the Carroll County Library outside of Baltimore. Sara Thompson, St. Albans Branch Librarian, submitted her resignation. Sara will become Assistant Director of the Lawrence County Ohio system.. Advertisements have been placed in national library media for these two positions.
>
> As a follow-up to action taken by the Board of Directors at the August meeting a check has been received for $4,000 from the City of Marmet. In response to the letter sent to the City of St. Albans a letter has been received from the City Clerk indicating that the City does not have the funds at present to pay the amount requested, $3,422, and indicates that if that situation should change and funds become available they would consider paying.

Reports of Committees.

Support Services Committee. Mr. Santrock, Chair, reported on the Automation Agreement with Kanawha County Schools. Mr. Santrock stated that this Intergovernmental Agreement, coming as a result of a $220,000 grant from the Clay Foundation, is an excellent opportunity for all parties involved to work together to better utilize library resources. (Attached).

Upon motion of Mr. Santrock, seconded by Mrs. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Intergovernmental Agreement made on the 7th day of August, 1989, by and between The Kanawha County Board of Education, the Kanawha County Public Library and the West Virginia Library Commission for the purpose of integrating Kanawha County Schools library resources with the existing statewide network utilizing the computer system of the Kanawha County Public Library be adopted.

Long Range Planning Committee. Mrs. Smith, Assistant Chair, reported that the Resolution for the Cross Lanes expansion had been reviewed by the Committee and prepared for the Board. Ms. Wright explained that for several years the Cross Lanes Library has been dealing with lack of space. Cross Lanes asked Kanawha County Public Library to allow them to raise money for an expansion. Several meetings were held between the Cross Lanes Library Board and the Long Range Planning Committee to work out the details of the Agreement. Upon motion by Mrs. Smith, seconded by Mr. Rolston, and unanimously carried, the following resolution was adopted:

RESOLVED, That Kanawha County Public Library ("KCPL") will permit Cross Lanes Library Board, ("CLLB") to expand the Cross Lanes Branch Library not less than 1200 square feet (the "Project") on the following conditions:

A. Prior to commencement of Construction:

1. CLLB shall submit for approval by the Kanawha County Public Library Director (the "Director") and Kanawha County Public Library Administrative Services Officer (the "Services Officer") the plans and specifications for the Project and the specifications for furniture and equipment, including but not limited to, commercial grade carpeting, library steel shelving, tables and chairs (the "furniture and equipment") to be installed in the Project;

2. CLLB shall submit for approval by the Director and the Administrative Services Officer a detailed budget for the Project showing (i) the funds projected to be raised for the Project and the furniture and equipment, the source of the funds and the specific amounts from each source and (ii) the projected costs and expenses for the Project and the furniture and equipment;

3. Construction of the Project shall not commence until the Director and Administrative Services Officer are satisfied that all funds required for construction of the Project and purchase of the furniture and equipment are or will be available for such use.

4. CLLB shall submit for approval by the Director and the Administrative Services Officer all contracts for the furnishing of labor, materials or equipment for the Project and for the purchase of furniture and equipment prior to execution of the contracts or completion of the purchase; and

5. CLLB shall open a separate bank account in its name for the deposit of all funds raised by CLLB for the Project and pay expenditures for the Project from that account.

B. During construction of the Project:

1. CLLB shall give proper consideration to the recommendations of the Director and the Administrative Services Officer on the construction and the site preparation of the Project;

2. CLLB shall submit monthly statements to the Director showing in detail the funds for the Project and the expenditures incurred for the Project during the preceding calendar month;

3. CLLB shall submit to the Director from time to time when requested copies of all bank statements for the CLLB account and copies of all cancelled checks drawn on that account; upon project conclusion originals of all documents shall be forwarded to the Director.

4. CLLB shall submit to the Director copies of all invoices for work, labor, materials, furniture and equipment for the Project and shall secure the approval of the invoices by the Director prior to payment; and

5. CLLB shall secure releases from all contractors for work, labor, materials and equipment furnished to or for the Project upon final payment of the invoices of the contractors and shall submit the releases to the Director.

6. CLLB shall appoint at least two people to be called upon to review the completion of each contract to verify that CLLB agrees the contract has been satisfactorily finished before the invoice is paid.

C. After completion of construction:

1. CLLB understands and agrees that KCPL will not employ additional staff at the Cross Lanes Branch Library (other than the staff currently available) until KCPL's Board of Directors determines that additional staff can be hired.

2. CLLB will continue to assist in every way possible with ongoing recruitment of volunteers to provide assistance to the Cross Lanes Branch Library staff in order to meet the anticipated increased usage of the branch library after the expansion;

3. CLLB understands and agrees that KCPL will be unable to increase the hours of operation of the Cross Lanes Branch Library from the current 39 hours per week until the KCPL's Board of Directors determines that this can be done; and

4. CLLB understands and agrees that during the first full fiscal year after expansion is completed the contribution would be $3,000 as it is now; the second full fiscal year the contribution would increase to $3,500; the third fiscal year the contribution requested would be $4,000. It would remain at $4,000 for the fourth fiscal year and a re-evaluation of the contribution from Cross Lanes would be made by the Kanawha County Public Library Board of Directors during the first quarter of the fourth fiscal year.

D. General

1. CLLB agrees to furnish or cause others to furnish all of the funds necessary to construct and complete the Project and to purchase the furniture and equipment.

2. CLLB understands and agrees that KCPL will hold title to the Project after completion and the furniture and equipment that is installed therein.

3. Construction of the Project shall be substantially completed within nine (9) months after it is commenced.

New Business

There being no further business, the meeting on motion adjourned.

PRESIDENT

SECRETARY

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 9, 1989

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 9, 1989, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton	Mr. Rolston
Mr. Fontalbert	Mrs. Rugeley
Mr. Kauffelt	Mrs. Russell
Mr. Moss	Dr. Wallace

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer and Jacque Ware, Administrative Assistant.

Dr. Bannerot, First Vice-President, presided in the absence of Mr. Ray, President. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the September 11, 1989 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mrs. Rugeley and unanimously carried, the payment of the Book Bills in the amount of $29,788.87 and General Bills in the amount of $42,482.83 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Bills of $5,324.87 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mrs. Rugeley and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of September, 1989. Included were the following:

> During September, Karen Philippi and Sandy Dempsey of the Automation Department offered sessions in most branch libraries to introduce the public to using the on-line public access catalog.
>
> Fred Ranson finalized the specifications for the bookmobile. Fred, Judy Duncan and I visited the Raleigh County Library to view one of the two new bookmobiles they have purchased. Fred, with the assistance of Karen Philippi, developed a form for staff to record inventory information. We hope to initiate this project by November.
>
> The Charleston Children's Services Department was very busy during September processing school deposit collections. More than 8,400 books were sent out to 31 school sites.
>
> In early September, we received a good deal of media coverage as a result of news releases developed and distributed by Adrienne Worthy, Community Liaison Officer, concerning National Library Card Sign Up Month. This national campaign was developed by the American Library Association to coincide with the start of school. We emphasized cards for kindergarten students. Alice Riecks, Cross Lanes Branch Librarian, and Treletta Wallace, Glasgow/Marmet Branch Manager visited schools to promote library use.
>
> During the latter part of September we celebrated Banned Books Week. Most of our libraries had displays of banned books. Editorials regarding censorship appeared in both the Gazette and Daily Mail as a result of information packets they had received from Ms. Worthy.

Reports of Committees

Personnel Committee. Dr. Bannerot, Chair. Ms. Wright reported that the Personnel Committee had discussed in detail the development of a policy covering the first 180 days of disability insurance, prior to the actual

policy becoming effective. Once legal opinions have been received the KCPL policy to handle the initial 180-day period of disability will be put in place.

Space Utilization and Needs Committee. Mr. Rolston, Chair, reported the Committee had reviewed a report from the Director that gave an overview of the system. The Committee believes an architect is needed to advise whether or not the existing space at the Charleston Library and other locations is being used effectively and/or if we also need additional space. Ms. Wright reported that over-crowded working conditions affect the staff's performance and morale.

Membership Committee. Mrs. Chilton, Chair, reported that due to three vacancies on the Board, the Membership Committee is seeking potential members. There was discussion of desirable qualifications for potential Board Members and suggestions of names of possible people to contact.

New Business

Authorization to Travel. The Library Director reported that the West Virginia Library Association Annual Conference will be held at Canaan Valley Resort on October 26-28, 1989.

Following discussion, upon motion of Dr. Wallace, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director and 14 staff members be authorized to attend the West Virginia Library Conference scheduled to be held at Canaan Valley Resort, on October 26-28, 1989 and that their expenses not to exceed $2,400.00 be paid.

Other

The Director updated the Board on several matters:

Cross Lanes Library Expansion. A letter and Resolution concerning the expansion of the Cross Lanes Library was sent to the President of the Cross Lanes Library Board. We have not received a response at this time, as to whether or not they have accepted our proposal.

Jacobson Endowment. Letters have been sent to the Trust Departments of the four major banks in Charleston, seeking proposals from various bank Trust Departments to provide investment counseling services for the Jacobson Endowment.

Vacant Staff Positions. The Director summarized the current status of the vacant positions within the system. Efforts are being made to fill these vacancies in a timely manner.

There being no further business, the meeting on motion adjourned.

PRESIDENT

SECRETARY

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 13, 1989

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on November 13, 1989, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton	Mrs. Rugeley
Mrs. Glasser	Mrs. Russell
Mr. Moss	Mr. Santrock
Mr. Ray	Mrs. Smith
Mr. Rolston	

Also present were Mr. Bill Ramell, Cross Lanes Branch Library representative, Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Jacque Ware, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Introduction. The Director introduced Mr. Bill Ramell the Representative from the Cross Lanes Branch Library.

Correspondence. Linda Wright read a letter of resignation dated October 23, 1989 from fellow Board Member Gary Ellis. The letter reads as follows:

October 23, 1989

Linda Wright
Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

Dear Linda:

My position at the bank has been requiring more and more time away from the office. Because of this, I regret to inform you that I must resign from your board of directors. I have the utmost respect for your board and its work, but do not feel that I can devote the time necessary to be an effective member. Please convey my regrets to the other members.

Sincerely,

/s/

Gary L. Ellis

Upon motion of Mrs. Smith, seconded by Mrs. Rugeley, and unanimously carried, the resignation of Board Member, Gary Ellis was accepted with regret.

Ms. Wright reported on Board Member, Dr. Fred Bannerot who has been hospitalized but is now at his home recuperating and is expected to resume his normal activities in early December.

Approval of Minutes. The minutes of the October 9, 1989 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mr. Rolston and unanimously carried, the payment of Book Bills in the amount of $36,351.29 and General Bills in the amount of $64,426.06 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $2,070.01 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mr. Rolston and unanimously carried, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of October, 1989. Included were the following:

> During October Kanawha County Public Library had two very successful library programs. On October 22, the second Imagination Celebration was held at the Capitol Plaza Theater. The program consisted of four storytellers and a reception for two children's authors. Two hundred and seventy-five children and adults attended. We also sponsored a Write for Fright contest. Students were asked to write short stories of 250 words or less or poems. We received over 1200 entries. Thirteen winners were announced on Friday the 13th. Some of the winning entries were printed in the Daily Mail. All 13 winning entries were recorded with appropriate sound effects and aired on WQBE from 6:00 p.m. to midnight on Halloween. October also saw the fall storytime series begin in most of the branches. Elizabeth Fraser spoke about library services before the Leadership Charleston class sponsored by the Chamber of Commerce. We hope to be included in this annual program.
>
> The bookmobile's transmission died on Halloween appropriately enough. After several days off the road a rebuilt transmission was installed at a cost of $1,000.
>
> Several grant proposals were developed and submitted during October; a request for $7,500 over 3 years to the Herscher Foundation for the purchase of tables and chairs for the first floor, a request for $1,500 to the Greater Kanawha Valley Foundation for the purchase of children's board books, and a request for $7,500 to the Jacobson Foundation towards the purchase of the new bookmobile.
>
> In October the on-line backup software was installed. This now allows us to perform the backups we need to do with only being off-line about ten minutes rather than 2-1/2 hours. We also received and installed the terminals and bar code readers the Board approved to purchase in August. The terminals have programmable function keys allowing for a more efficient way to change from one mode of operation to another. The bar code readers take less space which is an asset in our locations with very limited desk space.

Finally during October the inventory project was begun. Each unit in the system is in the process of listing furniture and equipment.

Reports of Committees

Financial Affairs Committee. Mr. Kauffelt, Chair. Ms. Wright reported that bids had been received from four major banks on the Jacobson Endowment. Requests for proposals have been sent out to various investment firms in our area and these will be reviewed at the next meeting of the Committee.

Support Services Committee. Mr. Santrock, Chair.

Bookmobile Bids - Mr. Rolston reported that 3 bids were received for the new bookmobile, the lowest being Thomas Built of High Point, North Carolina, which bid the Kanawha County Public Library had accepted.

Cargo Van - Ms. Chilton reported that 4 bids had been received for the cargo van and a dealership in Indiana quoted the lowest price, which bid the Kanawha County Public Library had accepted.

Long Range Planning Committee. Mrs. Rugeley, Chair. The Director reported on the expansion project at the Cross Lanes Branch Library. The Cross Lanes Board hopes to launch the expansion project during National Library Week in April, 1990. Mr. Bill Ramell, Cross Lanes Branch representative, invited everyone to attend the kick-off celebration for the expansion project.

Membership Committee. Ms. Chilton, Chair reported on the four vacancies on the Board. The Committee presented five candidates for potential Board Members and requested the Board's input for potential candidates in the Elkview area.

Invitation to Branch Open Houses. Mr. Ray mentioned that various library branches would be holding Christmas Open Houses and urged Board Members to attend and to notify the Director if they plan to attend. The schedule for the Branch Open Houses is as follows:

Elk Valley - December 5th - 4:00-6:00 p.m.
Cross Lanes - December 7th - 6:30-8:30 p.m.
Dunbar Christmas Trees - December 8th - 7:00 p.m.
Sissonville - December 12th - 4:00-6:00 p.m.

There being no further business, the meeting on motion adjourned.

John L. Ray
PRESIDENT

Linda S. Knight
SECRETARY

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 11, 1989

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on December 11, 1989, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mr. Rolston
Mrs. Chilton	Mrs. Rugeley
Mr. Kauffelt	Mrs. Russell
Mr. Moss	Mrs. Smith
Mr. Ray	Dr. Wallace

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Jacque Ware, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Mr. Ray welcomed Board Member, Dr. Fred Bannerot back from his absence due to illness.

Approval of Minutes. The minutes of the November 13, 1989 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Dr. Bannerot, seconded by Mr. Kauffelt and unanimously carried, the payment of Book Bills in the amount of $19,929.07 and General Bills in the amount of $47,565.64 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $590.72 duly certified and approved in accordance with the Bylaws and on motion of Dr. Bannerot, seconded by Mr. Kauffelt and unanimously carried, it was ordered that the bills set on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of November, 1989. Included were the following:

> During November the branch libraries concluded their fall storytime series. On November 28 the Dunbar Library had a program on author Willa Cather. The program was co-sponsored by the West Virginia Humanities Council and 56 people attended. The St. Albans Library held a bed and breakfast workshop on November 17. The all day workshop was co-sponsored by the WVU Extension Services and covered various aspects involved in opening and operating a bed and breakfast establishment. There were 20 participants in this program. Bridget Herndon of the St. Albans staff did an outstanding job of handling arrangements for this program including some very attractive displays of library materials on this subject.
>
> The Library for the first time participated in the annual Cavalcade of Trade held from November 9-11 sponsored by the Chamber of Commerce. The booth was donated by Chambers & Paterno. We believe it afforded the Library very good exposure to the business community. During just the Thursday evening Business After Hours event over 1000 people were in attendance.
>
> Some time during November 12 or 13 there was a break-in at the Cross Lanes Library which was discovered when staff reported to work on November 14. A window was broken, but no other vandalism was noted and nothing was stolen. The heating unit element of one of the compressors for the St. Albans Library failed to operate. A new compressor was purchased and installed by members of our own maintenance staff. Also during November carpeting was installed on most of the public service area of the Children's Services Department. The entire floor had previously been tile. There have been numerous favorable comments by the public on this change.

Several grants were developed and submitted during November. Marsha Holliday, Personnel Manager, completed a lengthy grant application to the H. W. Wilson Company requesting $2500 for a management/supervisory training program. Fred Ranson completed two grant requests for the new bookmobile. A $2500 request was made of Dupont and a $7500 request sent to the Jacobson Foundation. We were very pleased to learn last week that the grant from the Jacobson Foundation had been approved. Judy Duncan, Head of Extension Services, developed and submitted a grant application to the U.S. Department of Education for $24,000 for microcomputer hardware, software and training to assist with literacy tutoring.

An update on the sale of the rare books approved by the Board earlier this year. To date we have just over $12,750 in a special funds account from the sale of these books.

Yvonne Farley, has been appointed as the St. Albans Branch Librarian effective December 18. Yvonne has worked at the Raleigh County Library since 1983 as a reference librarian and is a native of St. Marys, West Virginia.

Reports of Committees

Financial Affairs Committee. Mr. Kauffelt, Chair, reported that the Financial Affairs Committee has taken under consideration the matter of handling the Jacobson Endowment Funds of approximately $990,000. The Committee has interviewed and reviewed presentations from four banks, Charleston National Bank, National Bank of Commerce, One Valley Bank, and United National Bank. Proposals and letters of intent have been received from various investment firms as well. The Committee felt that it would be a prudent decision at this time to leave the Jacobson Funds with One Valley Bank since that financial institution had been used by Mr. Jacobson. Upon motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried with Ms. Chilton and Mr. Moss abstaining, the following resolution was adopted:

RESOLVED, That One Valley Bank, N.A. be designated as custodian of the securities and funds received by the Kanawha County Public Library from the Bernard H. Jacobson Marital Trust and act as advisor to the library in the investment of the funds.

Membership Committee. Mrs. Chilton, Chair, presented two new candidates for membership to the Board of Directors, Mrs. Frances Sloan a housewife from Cross Lanes, West Virginia, who has done volunteer work at Point Harmony Elementary School library and Mrs. Sandy Thomas of Charleston, West Virginia, a CPA employed by Simpson & Osborne.

Upon motion of Ms. Chilton, seconded by Mrs. Russell, and unanimously carried, it was moved that Mrs. Frances Sloan of Cross Lanes, West Virginia, fill the unexpired term of Mrs. Edna Gallian ending July 1, 1992 and Mrs. Sandy Thomas of Charleston, West Virginia, fill the expired term of Dr. Shirley Hairston ending July 1, 1995, and that a letter seeking approval of these appointments be sent by the Library Director to the Kanawha County Board of Education.

New Business

Authorization To Travel. The Library Director reported that the Children's Literature Conference would be held in Columbus, Ohio sponsored by Ohio State University, January 25-27, 1990.

Following discussion, upon motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted:

RESOLVED, That three staff members be authorized to attend the Children's Literature Conference to be held in Columbus, Ohio sponsored by Ohio State

University, January 25-27, 1990 and that they be reimbursed for a portion of their expenses in an aggregate amount not to exceed $750.

Food For Thought Campaign. Mrs. Rugeley, along with the other members of the Board complimented the Director for her wonderful idea about the Food For Thought Campaign. The Board members felt that everyone would be a winner with this campaign.

There being no further business, the meeting was adjourned.

PRESIDENT

SECRETARY

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 15, 1990

The regular meeting of the Library Board of Directors of Kanawha County Public Library scheduled for January 8, 1990, was postponed due to inclement weather. The rescheduled meeting was held January 15, 1990, at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mr. Rolston
Ms. Chilton	Mrs. Rugeley
Mrs. Davis	Mrs. Russell
Mr. Fontalbert	Mrs. Sloan
Mrs. Glasser	Mrs. Smith
Mr. Kauffelt	Ms. Thomas
Mr. Ray	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Jacque Ware, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Mr. Ray introduced the two new Board Members, Mrs. Frances Sloan of Cross Lanes and Ms. Sandy Thomas of Charleston and welcomed them to the Board of Directors of the Kanawha County Public Library.

The Director read a letter from Richard D. Trumble, Superintendent of Schools, approving the two new board members. The letter reads as follows:

December 21, 1989

Mrs. Linda Wright, Director
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

Dear Mrs. Wright:

In action taken by the Kanawha County Board of Education during its regular meeting held on Tuesday, December 19, 1989, approval was given for Mrs. Frances Sloan to fill the unexpired term of Mrs. Edna Gallian which ends July 1, 1992. Also, approval was given for Mrs. Sandy Thomas to fill the expired term of Dr. Shirley Hairston which ends July 1, 1995.

Sincerely,

/s/

Richard D. Trumble, Ph.D.
Superintendent of Schools

RDT/rah

Approval of Minutes. The minutes of the December 11, 1990 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Dr. Bannerot, seconded by Mr. Kauffelt and unanimously carried, the payment of Book Bills in the amount of $23,080.49 and General Bills in the amount of $59,603.25 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $459.46 duly certified and approved in accordance with the Bylaws and on motion of Dr. Bannerot, seconded by Mr. Kauffelt and unanimously carried.

it was ordered that the bills set on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of December, 1989. Included were the following:

> The first systemwide Staff Development Day was held on December 6. Ninety-three people attended. The day was divided into four segments with six sessions offered during each time period. Some of the sessions offered were Reference Inter-view Skills, Keyword Searching on the public access terminals, Children's Reference and Readers Advisory Sources, Stress Management, Intellectual Freedom and Censorship, West Virginia Authors, and Young Adult Authors. Over sixty evaluations were returned and all were very favorable.
>
> The other major event during December was the Food for Thought, Food for Fines Campaign. Over 5,600 boxed and canned food items were collected and donated to various food pantries in the County and approximately 2,300 fines totaling $5,700 were forgiven.
>
> On December 8, we had an inspection of our Federal documents collection. It has been 4-1/2 years since our last inspection. In the seven areas of evaluation we scored satisfactory or above in six. Because of the efforts of Toba Singer, Reference Librarian and her assistant, Linda Lawrence the inspector was particularly impressed with the organization of the collection and the various methods used to publicize our holdings. The only area where we failed the evaluation was the physical conditions particularly lack of air conditioning of Room 97 where many of the documents are stored.
>
> After waiting since April to receive the new update of the VTLS software, we were finally able to install the new release. As a result the computer was down for 3-1/2 days. We are in the process of documenting the numerous problems we encountered because of incorrect installation instructions and lack of complete documentation from VTLS. Mr. Glazer has been notified of these problems and will receive a copy of the letter that will be sent to VTLS.
>
> Also during December we received notification that a $1,500 grant from the Greater Kanawha Valley Foundation for board books for toddlers had been approved. We were notified that the Herscher Foundation

had approved our request for $2,500 to help replace tables and chairs on the first floor of the Charleston Library.

On December 11, Douglas Patterson a patron we had previously excluded for violation of the library's Code of Patron Behavior came to the Library and extensively damaged equipment on the front desk including one of the computer terminals. He then left the Library but was arrested that evening. He was sentenced to 50 days in County jail.

At the conclusion of the Director's Report, Mr. Ray suggested that the matter be referred to the Public Services Committee for review of Library policy with regard to problem patrons.

Reports of Committees.

Membership Committee. Ms. Chilton welcomed the two new Board Members.

Mrs. Frances Sloan, was nominated to fill the unexpired term of Mrs. Edna Gallian which ends July 1, 1992. Mrs. Sloan is a housewife and an active resident of the community of Cross Lanes where she has done volunteer work at Point Harmony Elementary School Library.

Ms. Sandy Thomas, was nominated to fill the expired term of Dr. Shirley Hairston which ends July 1, 1995. Ms. Thomas is a resident of Charleston, where she works as a CPA and is a partner in the firm of Simpson & Osborne.

Ms. Chilton reported that former Board Member, Parker Smith, had returned to Charleston and would be a possible candidate for one of the two vacant positions on the Board of Directors. The Board members requested Ms. Chilton invite

Parker Smith to fill one of the vacant positions.

Space Utilization and Needs Committee.

Mr. Rolston, Chair, reported that as a result of the Space Utilization and Needs Committee meeting held December 14, 1989, a Space Utilization and Needs Study - Request for Proposal was reviewed and several aspects of the proposal discussed.

Ms. Wright explained the needs for additional space throughout the KCPL system.

Mrs. Smith suggested that a Needs Assessment Survey conducted in 1976 be referred to as a comparison study.

The Space Utilization and Needs Committee recommended that a request for proposal be sent out for an examination of the current and future space needs throughout the entire KCPL system.

Upon motion of Mr. Rolston, seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director in consultation with the Chair of the Space Needs and Utilization Committee be authorized to advertise a request for proposal and award a contract to study the current space utilization and determine future space needs for the Charleston Library and designated branch libraries at a cost not to exceed $25,000.

Support Services Committee. Ms. Chilton.

a) Insurance

Dr. Ranson reported that a bid opening was held Friday,

January 12, 1990, for commercial property and general liability insurance for the Kanawha County Public Library system. Dr. Ranson explained that DeVan & Company was low bidder on the insurance package. Upon motion of Ms. Chilton, seconded by Mr. Kauffelt, and unanimously carried with Mrs. Smith abstaining, the following resolution was adopted:

RESOLVED, That the Library Board of Directors authorizes the Library Director, the Administrative Services Officer and a member of the Support Services Committee to review the bids submitted for insurance coverage for the calendar year 1990; and

RESOLVED FURTHER, That they are authorized to award the contract for insurance coverage and are requested to report their action on this matter at the February, 1990 meeting of the Board of Directors.

b) Sale of Surplus Property

Dr. Ranson reported that since the new 1990 Chevrolet van had been received and put into operation, it would be necessary to dispose of the obsolete 1975 Chevrolet stationwagon. Upon motion of Ms. Chilton, seconded by Mrs. Davis, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Board of Directors authorizes the Library Director and the Administration Services Officer to review the bids submitted for the sale of the surplus 1975 Chevrolet station wagon and to award the bid.

Financial Affairs Committee. Mr. Kauffelt.

a) Mid-year Financial Report - The 1989/90 Budget Status

Report was distributed to the Board and reviewed.

b) Municipal Contributions for FY 1990/91 - The Director reviewed the 1989/90 Municipal Contributions with the Board and explained the proposed increases for 1990/91. Upon motion of Mr. Kauffelt, seconded by Mrs. Russell and unanimously carried, the following resolution was adopted:

RESOLVED, That the following amounts be requested from the various municipalities and local library boards as contributions for fiscal year 1990/91:

MUNICIPAL CONTRIBUTIONS

Clendenin	$ 3,979
Cross Lanes	$ 3,000
Dunbar	$24,167
Elk Valley	$ 3,000
Glasgow	$ 3,000
Marmet	$ 6,166
Sissonville	$ 3,000
St. Albans	$32,426
	$78,738

c) Update on Jacobson Endowment - Mr. Kauffelt reported that in light of some constitutional decisions by the Supreme Court of Appeals of West Virginia that it would be necessary for Kanawha County Public Library to sell the securities of the Jacobson Endowment in order to be in compliance with the state law.

Upon motion of Mr. Kauffelt, seconded by Mrs. Davis, and unanimously carried, the following resolution was adopted:

RESOLVED, That orderly divestiture of equities in the Jacobson Endowment be done and the funds realized then be invested in accordance with the law for public entities and that One Valley Bank be directed to sell these equities so as to achieve greatest gain in an orderly and reasonable fashion.

New Business

Authorization to Travel - The Library Director reported that the Public Library Association in Chicago, Illinois, will be holding workshops from March 21-23. Upon motion of Ms. Wright, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That three staff members be authorized to attend the workshops offered by the Public Library Association in Chicago, Illinois from March 21-23, 1990 and that total expenses not exceed $2,100.

Waiver of Rules and Regulations. The Library Director requested the waiver of the rule providing that the John V. Ray Room cannot be used for the benefit of any private individual. During National Library Week in April local authors will come to the Library to present programs about their books and would like the opportunity to sell their books. Upon motion of Ms. Chilton, seconded by Mrs. Davis, and unanimously carried, the following resolution was adopted:

RESOLVED, That the rules and regulations for use of the John V. Ray Room and such clauses in branch library meeting room policies be waived to permit local authors to promote and sell their publications during National Library Week, April 22-28, 1990.

There being no further business, the meeting was adjourned.

PRESIDENT

SECRETARY

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 19, 1990

A special meeting of the Library Board of Directors of the Kanawha County Public Library was held on January 19, 1990, at 3:30 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mr. Ray
Ms. Chilton	Mrs. Rugeley
Mrs. Davis	Mrs. Russell
Mrs. Glasser	Mrs. Sloan

Also present were Ms. Linda Wright, Library Director, and Ms. Jacque Ware, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Mr. Ray stated that the purpose of the meeting was to adopt a resolution authorizing the officers of the library to sell and transfer the securities received from the Bernard H. Jacobson Marital Trust and to sign stock powers necessary to effectuate the sales.

Upon motion of Ms. Chilton, seconded by Mrs. Russell, and unanimously carried, the following Corporate Resolution was adopted:

RESOLVED, That the President, First Vice-President and the Treasurer of this Corporation, or any one of such officers, be and they hereby are fully authorized and empowered to transfer, endorse, sell, assign set over, and deliver any and all shares of stocks, bonds, debentures, notes, evidences, of indebtedness, or other securities now or hereafter standing in the name of or owned by the Corporation, and to make, execute and deliver any and all written instruments necessary or proper to effectuate the authority hereby conferred.

There being no further business, the meeting was adjourned.

John L. Kay
PRESIDENT

Linda J. Wright
SECRETARY

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 12, 1990

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on February 12, 1990 at 3:30 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mr. Ray
Ms. Chilton	Mr. Rolston
Mrs. Davis	Mrs. Rugeley
Mrs. Glasser	Mrs. Sloan
Mr. Kauffelt	Mrs. Smith
Mr. Moss	Dr. Wallace

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Jacque Ware, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the January 12, 1990 meeting were approved.

Correction in Minutes. It was reported that the Special Meeting of the Board of Directors was held January 19, 1990 rather than January 12, 1990, as shown on the minutes mailed to members of the Board. Upon motion of Mrs. Glasser, seconded by Mrs. Rugeley, the minutes of the Special Meeting of the Board of Directors, with the correction of the date of the meeting noted, were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Glasser, seconded by Dr. Wallace, and

unanimously carried, the payment of Book Bills in the amount of $49,154.11 and General Bills in the amount of $77,797.56 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $644.94 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Glasser, seconded by Dr. Wallace, and unanimously carried, it was ordered that the bills set on the said list be paid.

Approval of Bill Paid in January 1990. The Director reported that an invoice from Hewlett-Packard in the amount of $29,490.20, was paid on behalf of the Library by the Board of Education. A copy of the transaction was not received by the Library until after the date on which the January Board Meeting was held, so payment of the invoice should be ratified by the Board. Upon motion of Mrs. Rugely, seconded by Ms. Chilton, and unanimously carried, payment of the invoice in the amount of $29,490.20 to Hewlett-Packard, was approved, ratified and confirmed.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of January, 1990. Included were the following:

Three staff members Terri McDougal, Donna Gettys and Mary Burgess attended the annual Children's Literature Conference in Columbus, Ohio. They reported it was a very interesting and informative conference. They were able to hear presentations by a number of childrens' authors and to pick up some ideas for programming.

The new delivery van was received on January 5. The old station wagon was sold for $182, the highest of

six bids we received. Maintenance Staff members rewired all of the ceiling light fixtures on the first floor and constructed a partial partition on the third floor of the Charleston building.

In each of the past two years the West Virginia Library Commission has requested that for one day all public libraries tabulate the various ways the public uses library facilities. We selected January 23 as the day we took the count this year. The Library Commission will tabulate the data from across the state and distribute it to legislators during the budget process.

Due to social studies fairs and owlympics, a program to promote reading in elementary schools, we believe our circulation set a record during January. 85,128 items were circulated, over 8,400 reference and readers advisory questions were handled, 1,781 new patrons were registered and over 48,000 patrons used our various locations.

A number of bibliographies were prepared in January to distribute during February in conjunction with a reading program in the junior high schools. Staff members: Kim Dankovich, Judy Duncan, Donna Gettys, Marilyn Henstock, Terri McDougal, David Schau and Pam Ward worked on this project with Adrienne Worthy.

As requested at the January meeting I would like to report that the insurance bid for property and casualty insurance was awarded to DeVan and Company with the low bid of $25,670 or $3,364 less than last year. The Directors and Officers insurance coverage was left with Commercial Insurance Company as they had the lower bid for that particular coverage.

Audit for Fiscal Year 1988/1989. Copies of the Financial Statements Cash Basis, June 30, 1989 prepared by Smart, Rayburn & Associates was provided to board members. The Library Director summarized the audit report. After discussion, upon motion of Mr. Kauffelt, seconded by Mrs. Smith, and unanimously carried, the following resolution was adopted:

RESOLVED, That the "Kanawha County Public Library Financial Statements Cash Basis, June 30, 1989" being the audit report for the fiscal year 1988/1989 prepared by Smart, Rayburn & Associates be received and filed.

Reduction in State Grant-In-Aid for Fiscal Year 1990/1991. The Director reported that Mr. Frederic Glazer, Director of the West Virginia Library Commission, informed the Library Director by a letter dated January 17, 1990, that the Library Commission had been able to hold the reduction of this year's grant-in-aid to only 7 cents per capita. This reduction is due to the Governor's order to reduce spending.

Regarding the current Legislative session and the Governor's budget recommendations for fiscal year 1991, Mr. Glazer advised that the Governor's budget includes a 2.9% reduction for the Commission. As it now stands, federal funding will not be jeopardized and the Commission will be able to continue hospitalization, automation maintenance and related federally funded projects. However, any further reduction by the Legislature could jeopardize this very necessary LSCA money. Should the Governor's budget recommendation remain untouched, the grant-in-aid for next year would be $2.84 per capita. However, the Governor's budget also includes a charge to the Library Commission of $80,000 for utilities. If this charge remains in the budget the grant-in-aid distribution will be reduced by 4 cents to $2.79 per capita.

After discussion, upon motion of Mr. Kauffelt, seconded by Dr. Wallace, and unanimously carried, the following

resolution was adopted:

RESOLVED, That due to the announced decrease in State Grant-In-Aid that the 1989/90 budget be adjusted to reflect a $16,697 reduction in income and that the contingency line be decreased by this same amount.

Reports of Committees Financial Affairs Committee. Mr. Kauffelt, Chairman, reported that the Financial Affairs Committee had met on Tuesday, January 30, 1990 to discuss the proposed 1989/1990 Budget. Copies of the proposed budget were mailed to the board members prior to the meeting. The Director reviewed and discussed the following:

1. The total revenue under the proposed budget is $3,313,766. This is 3.7% more than the total revenue under the 1989/1990 budget.

2. State Grant-In-Aid in the proposed budget is based on $2.79 per capita as compared with the $2.92 per capita originally allocated for 1989/1990.

3. The Library is requesting an additional $72,769 from the levying authorities.

4. The proposed salaries include an increase of 3% across-the-board and an additional 3% to be given to those people who were employed as of July 1, 1989, making a 3% difference in new hires and veteran staff members. Approximately 82% of the staff would be receiving the full 6%. A substantial increase in PEIA coverage has been anticipated in the figure proposed for that benefit for next fiscal year.

After discussion, on motion duly made by Mr. Kauffelt, seconded by Ms. Chilton, and unanimously carried, the budget of the Library for 1990/91 as presented to the Board at this meeting and shown on the written statements attached to the minutes of this meeting, was approved.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha. Upon motion of Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried the following resolution was adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for fiscal year beginning July 1, 1990, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to affect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

Upon motion of Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1990, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957,

which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

Upon motion of Mr. Kauffelt, seconded by Mr. Moss, and unanimously carried, the following resolution was adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1990, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

FURTHER RESOLVED, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

New Business

Authorization to Travel - The Library Director reported that a Bookmobile Conference will be held in Greensboro, North Carolina, April 30-May 1, 1990. Upon motion of Mr. Kauffelt,

seconded by Mrs. Davis, and unanimously carried the following resolution was adopted:

> RESOLVED, That three staff members be authorized to attend the conference Bookmobiles: The Road to Good Reading to be held in Greensboro, North Carolina, April 30-May 1, 1990 and that expenses be paid in an aggregate amount not to exceed $750.

There being no further business, the meeting was adjourned.

PRESIDENT

SECRETARY

KANAWHA COUNTY PUBLIC LIBRARY

Adopted
2/12/90

1990/1991 BUDGET

INCOME

Levying Authorities	1990/1991
Board of Education	993,630
County Commission	993,630
City of Charleston	367,273
Subtotal	2,354,533
State Grants	
Grant In Aid (@ 2.79 per capita for 90/91)	582,309
Nitro Administrative Fee	3,700
Special Grant	37,500
Institutions Grant	14,000
Subtotal	637,509
Branch Support	
Clendenin	3,979
Cross Lanes	3,000
Dunbar	24,167
Elk Valley	3,000
Glasgow	3,000
Marmet	6,166
St. Albans	32,426
Sissonville	3,000
Subtotal	78,738
Other	
Fines and Fees	40,000
Interest	32,000
Miscellaneous	10,000
Drawdown from Unrestricted Fund Balance	50,000
Carry Forward for Bookmobile	68,486
Grants for Bookmobile	12,500
Jacobson Fund	30,000
Subtotal	242,986
GRAND TOTAL	3,313,766

KANAWHA COUNTY PUBLIC LIBRARY

Adopted
2/12/90

1990/1991 BUDGET

EXPENDITURES

Salaries	1990/1991
Full-time Professional	602,606
Part-time Professional	40,846
Full-time Paraprofessionals	968,261
Part-time Paraprofessionals	152,372
Substitute Professionals	13,000
Substitute Paraprofessionals	21,302
Subtotal	1,798,387
Benefits	
FICA	137,577
Health Insurance	121,520
Dental Insurance	14,940
Vision Insurance	2,998
Disability Insurance	5,500
Workers Compensation	8,992
Unemployment Compensation	12,000
Subtotal	303,527
Salaries & Benefits Subtotal	2,101,914
Materials for Collection	465,000

KANAWHA COUNTY PUBLIC LIBRARY
1990/1991 BUDGET
EXPENDITURES - Page 2

Adopted
2/12/90

	1990/1991
Other	
Electricity	89,450
Water	5,380
Sewerage	2,480
Natural Gas	7,000
Fire Service Fee	1,000
Telephone	33,925
Trash Removal	1,396
Office Supplies	12,000
Automation Supplies	9,000
Library Supplies	36,180
Housekeeping Supplies	13,300
Postage/Freight	27,000
Printing	7,000
Programs	4,000
Refunds	500
Interviews	1,200
Advertising	1,200
Memberships	2,000
Audit	3,000
Property and Casualty Insurance	27,000
Travel & Training	15,000
Software & OCLC Expense	30,000
Building Repair & Maintenance	62,741
Building Improvements	39,500
Equipment Repair & Maintenance	20,000
Equipment Purchase	50,000
Rental, Equipment & Vehicle	1,000
Vehicle, Purchase	81,000
Vehicle, Gas & Oil	5,600
Vehicle, Maintenance	4,000
Automation Equipment	64,000
Automation Repair & Maintenance	60,000
Subtotal	716,852
Contingency	30,000
Long Range Planning	0
Other & Contingency Subtotal	746,852
TOTAL	3,313,766

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 12, 1990

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on March 12, 1990 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Ms. Chilton	Mr. Rolston
Mrs. Davis	Mrs. Rugeley
Mr. Kauffelt	Mrs. Russell
Mr. Moss	Ms. Thomas
Mr. Ray	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Jacque Ware, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Director reported that letters were sent out to all the local municipalities in January and February, 1990, requesting contributions for fiscal year 1990/91. A letter dated February 20, 1990, was received from Mayor Tucker of Glasgow rejecting the contribution request. The letter reads as follows:

February 20, 1990

Linda Wright, Director
Kanawha County Library
123 Capitol Street
Charleston, West Virginia 25301

Dear Ms. Wright:

Your letter to me of February 6, 1990 respectively submitting a request for the Town of Glasgow to make a contribution of $3,000.00 to support the Glasgow Branch Library for fiscal year 1990/91 was discussed at our council meeting of February 19, 1990.

Council is again in firm agreement that the town contributes more than the $3,000.00 requested in that the town does not charge the library any rental fee nor do we charge for utilities used by the library. In addition, we do not charge the library for use of our copy machine.

The Town of Glasgow is operating now, and has been since the loss of Revenue Sharing money, on a budget reduced by $34,000.00 annually due to this loss. As a result we decreased our police protection by two persons and thereby do not have 24 hour police coverage and have cut back on the work hours of our town employees. Morally we feel that the $3,000.00 you request would be best used in the interest of our town employees, therefore council has agreed that we cannot honor your request.

If you have any further questions you can reach me at 595-1015.

Sincerely,

/s/

P. F. Tucker, Mayor
Town of Glasgow

The matter of the failure of Glasgow to make the requested contribution was referred to the Long Range Planning Committee.

Approval of Minutes. The minutes of the February 12, 1990 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Chilton, seconded by Mr. Rolston, and unanimously carried, the payment of Book Bills in the amount of $31,711.24 and General Bills in the amount of $35,945.98 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $1,874.59 duly certified and approved in accordance with the Bylaws and on motion of Ms. Chilton, seconded by Mr. Rolston, and unanimously carried, it was ordered that the bills set on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February, 1990. Included were the following:

> February proved to be another busy month with 69,492 items circulated and 1,311 new patrons registered.
>
> February also marked the completion of a major project undertaken by our Community Liaison Officer, Adrienne Worthy. She has spent the last several months working with a professional public relations firm to develop a system-wide information brochure.
>
> The West Virginia Library Association's Legislative Dinner had over 1,050 people in attendance. Several KCPL staff members assisted in the check-in process.
>
> February was much busier for the Charleston Reference Staff than February of 1989. Reference questions handled increased 44%, books sent out to fill inter-library loan requests from other library

systems increased 25%, and the number of magazine requests that had to be tracked down from various storage places in the building increased 22%. On top of all this activity the reference staff spent over 145 hours on various collection review projects, particularly in the storage room on the fourth floor.

Terri McDougal and Donna Gettys of the Children's Services Staff presented a workshop on February 21st about storytime sessions to inform branch staff of various resources in the system that could be used. Children's Services staff were also heavily involved with Read Aloud West Virginia in activities related to Stephen Kellogg Week, March 5-10. These activities included a workshop for school librarians and teachers.

Several staff members traveled to the Thomas Built Company in North Carolina last week to inspect the new bookmobile as the body was being mounted on the chassis. Another visit will be made by late April to review the interior layout which will have been "roughed in" by then.

Reports of Committees.

Public Services Committee. Mr. Moss, Chair, reported on the increasing problem of patrons borrowing KCPL books and materials without returning them. Kanawha County Public Library has $200,000 of materials which have not been returned.

Ms. Wright stated that the entire month of April would be declared amnesty month. Anyone who has overdue items could return them to the library during April and not be charged a fine. If an item has been lost or damaged the patron can contact the library to make a payment for the item. In addition to the letter being sent to patrons with overdue materials, there will be publicity in the local newspapers recognizing amnesty month and calling attention to the willful retention law. After discussion, upon motion of Mrs. Rugeley, seconded by Mr. Moss, and unanimously carried the following resolution was adopted:

RESOLVED, That authorization be granted to the Public Services Committee of the Board of Directors of the Kanawha County Public Library to send a letter to patrons holding overdue library materials belonging to the library, declaring April amnesty month and calling attention to the West Virginia Law on retention of library materials.

Financial Affairs Committee. Mr. Kauffelt, Chair, reported that the Financial Affairs Committee met Tuesday, March 6, 1990, with Jay Thomas of One Valley Bank concerning the management of the Jacobson Endowment. Mr. Thomas reported on the progress of the liquidation of the securities in the account and explained the options and criteria to consider for investing. The Committee will keep the Board informed of the investment objectives and guidelines being followed and progress being made.

Unexpended Balance. The Library Director spoke on the projection of some of the income and expenditures for 1990/91. She reported that several accounts in the budget for the current fiscal year will be overexpended and several will be underexpended which will require a transfer of funds. Upon motion of Mr. Kauffelt, seconded by Ms. Chilton and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director, within the limits of the Budget Document for fiscal year ending June 30, 1990, be and is hereby authorized to balance the overexpended accounts and the under-expended accounts as of June 30, 1990.

The Library Director asked for authorization to purchase certain items totaling $71,600.00. After discussion, upon motion of Mr. Kauffelt, seconded by Ms. Chilton and unanimously carried, the following resolution was adopted:

RESOLVED, That the purchase of the following items be authorized:

Item	Account to be Charged	Cost Not to Exceed
Booksaver style copier	Equipment Purchase	$14,500
Copier	Equipment Purchase	$13,500
Microcomputers (4)	Equipment Purchase	$20,000
Three study tables and twelve chairs	Equipment Purchase	$ 3,600
Carpet installation replacement	Building Repairs & Improvements	$ 9,000
Drop ceiling project on Lower Level	Building Repairs & Improvements	$11,000

Support Services Committee. Ms. Chilton, Chair, reported on the meeting of the Support Services Committee held prior to the Board Meeting. The Committee reviewed and approved the buildings and grounds improvement projects planned for the spring of 1990.

Long Range Planning. Gina Rugeley, Chair, reported on the meeting of the Long Range Planning Committee held Monday, March 5, 1990. It was decided that before the Library proceeds with a Space Study that it would be beneficial for the Long Range Planning Committee to propose a long-range plan to the Board. The plan would serve the following purposes:

1) To evaluate current library services and activities.

2) To establish service priorities.

3) To help the Library to better allocate resources (present and future).

4) To determine the best use of the space which the Library has and to identify possible future space needs.

In order for the Committee to take on a project of this magnitude it will need additional members. Mr. Bruce Moss and Mr. Darrell Rolston have agreed to serve as temporary members on this committee throughout this project with a completion date of September, 1990. Ms. Wright has provided the Committee with a very informative planning manual, Planning and Role Setting for Public Libraries, which the Committee proposes to follow. Since the Board will be heavily involved in this study, information has been provided to each member. After discussion, upon motion of Mr. Kauffelt, seconded by Mrs. Russell and unanimously carried, the Long Range Planning Committee was authorized to proceed with the process of developing a long range plan for the Kanawha County Library System.

New Business

Authorization To Travel - The Library Director reported that the VTLS User's Group Eastern Region Meeting will be held at Ohio University, Athens, Ohio, April 26-28, 1990. Upon motion of Ms. Chilton, seconded by Mr. Rolston, and unanimously carried the following resolution was adopted:

> RESOLVED, That three staff members be authorized to attend the VTLS User's Group Eastern Region Meeting to be held at Ohio University, Athens, Ohio, April 26-28, 1990 and that expenses be paid in an aggregate amount not to exceed $325.

There being no further business, the meeting was adjourned.

John L Ray
PRESIDENT

Linda S. Wright
SECRETARY

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 9, 1990

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on April 9, 1990 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mrs. Rugeley
Ms. Chilton	Mrs. Russell
Mrs. Davis	Mr. Santrock
Mrs. Glasser	Mrs. Sloan
Mr. Kauffelt	Dr. Wallace
Mr. Moss	

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Jacque Ware, Administrative Assistant.

Dr. Bannerot, First Vice-President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the March 12, 1990 meeting were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mrs. Russell, seconded by Dr. Wallace, and unanimously carried, the payment of Book Bills in the amount of $29,280.02 and General Bills in the amount of $37,561.34 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library

Director submitted Special Funds of $1,360.07 duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Dr. Wallace, and unanimously carried, it was ordered that the bills set on the said list be paid.

Library Director's Monthly Report.

Three staff members Marsha Holliday, Terri McDougal and David Schau attended workshops on performance appraisal, preschool learning and adult readers advisory service. The workshops were held in Chicago by the Public Library Association. These participants believe the workshops were very informative and appreciate the opportunity to attend.

During March the Technical Services Department cataloged and processed 3,300 items, which appears to be a record. This was done even after lending over 14 hours of staff time to assist the Circulation Section because of staffing shortages there.

We continue to try various types of displays of materials to encourage more use of our collection. A sample of some of the displays we had in March: displays at Glasgow, St. Albans and Charleston highlighting women's history. Dunbar had displays on taxes and biographies. Several libraries had a traveling exhibit from the Women's Commission on women's history in West Virginia. All locations highlighted the books of children's author Stephen Kellogg in conjunction with a program sponsored by Read Aloud West Virginia.

It appears that most of our budgetary requests of other governmental units for the next fiscal year have been approved. The exception is again the County Commission which approved $19,287 less than the Library requested.

We are in the process of raising the rates on our photocopy machines from 10 cents to 15 cents. After reviewing our costs for paper, toner and maintenance contracts we were barely breaking even on some of our machines. We also understand that the State Tax Department may soon be asking libraries to pay sales tax on our photocopy sales.

In regard to amnesty month over 7,300 letters were mailed on Friday, March 30, to each patron with long

overdue material. By last Wednesday, we had received several hundred telephone calls and several hundred returned letters. Although we had expected some phone calls, we were unprepared for this number and have really had to scramble to deal with them. We have had ads in newspapers including the paper for Sunday, April 1 and the metros. We are hoping for articles in the metros this week or next week. We have spent over $1,200 to date on the mailing and the ads.

Reports of Committees

Long Range Planning Committee. Mrs. Rugeley, Chair, reported on the meeting of the Long Range Planning Committee held Monday, March 26, 1990. The Committee has been involved in gathering information, which was presented to the Board, for the purpose of assisting the Committee and Board Members in developing a long range plan for the Kanawha County Public Library System. By studying and assessing statistics and information involving the Kanawha County Public Library System (including space and usage in the Charleston and branch locations and bookmobile stops), demographic information throughout Kanawha County, impact of various roles on the KCPL System and feedback from the staff on a Role Survey, the Committee and subsequently the Board will be able to make recommendations and decisions for a long range plan for the Kanawha County Public Library.

The Director explained the findings of the various studies made and provided a breakdown of information for the various departments in the Charleston facility and the various branches. A schedule of proposed visits to the Charleston

Library and branches was presented to the Board. The following schedule was determined:

Dates of Visitation of Library Facilities

1:00-4:30 p.m.

Tuesday, April 17 - Charleston Library

Thursday, April 26 - Glasgow & Marmet

Tuesday, May 1 - Clendenin, Elk Valley, Sissonville

Wednesday, May 9 - Cross Lanes, St. Albans, Dunbar

Upon motion of Mrs. Rugeley, seconded by Dr. Bannerot and unanimously carried, it was moved that Linda G. Wright and other members of the staff be recognized and commended for developing and assembling all the data provided to the Long Range Planning Committee and the Board of Directors of the Kanawha County Public Library.

Personnel Committee. Dr. Wallace, Assistant Chair, reported as follows on the meeting of the Personnel Committee held Monday, March 19, 1990, to consider the appeal of Charles Jeff Hunt regarding his dismissal from the staff. Dr. Wallace stated that the Committee heard the verbal statements of Mr. Hunt, Marsha Holliday, Personnel Manager of the Library and Judy Duncan, Extension Services Department Head and that the Committee also considered the written statements of Mr. Hunt, Sara Thompson, Mary Penn, Phyllis Shamblen and Judy Duncan, the Personnel file of Mr. Hunt and the Rules and Regulations for employees of the library. The

Personnel Committee then decided to approve, ratify and confirm the decision of Judy Duncan, Extension Services Department Head, to terminate Mr. Hunt's employment effective February 15, 1990 which decision had been affirmed by the Library Director by letter dated February 26, 1990 to Mr. Hunt.

Upon motion of Dr. Wallace, seconded by Mrs. Russell and unanimously carried, it was moved that the April 9, 1990 meeting of the Board of Directors of the Kanawha County Public Library be adjourned to April 25, 1990 at 3:30 p.m. to consider Charles Jeff Hunt's request to appeal the Personnel Committee's decision regarding his dismissal.

Authorization to Travel - The Library Director reported that the spring conference of the Pittsburgh Regional Library Center will be held in Pittsburgh, Pennsylvania, May 16-18, 1990. Upon motion of Dr. Wallace, seconded by Mrs. Russell, and unanimously carried the following resolution was adopted:

> RESOLVED, That two staff members be authorized to attend the spring conference of the Pittsburgh Regional Library Center in Pittsburgh, Pennsylvania May 16-18, 1990 and that expenses be paid in an aggregate amount not to exceed $650.

Support Services Committee. Mr. Santrock, Chair, reported that a meeting of the Support Services Committee was held for the purpose of seeking bids for engineering plans and specifications for modifications to the HVAC System of the Charleston Library. Upon motion of Mr. Santrock, seconded by

Mrs. Sloan and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Board of Directors authorizes the Library Director, the Administrative Services Officer and a member of the Support Services Committee to review the bids submitted for the engineering plans and specifications for the modifications to the HVAC System of the Charleston Library and to award a contract for such services in an amount not to exceed $6,000.

There being no further business, the April 9, 1990 meeting of the Board of Directors of the Kanawha County Public Library has been adjourned to Wednesday, April 25, 1990 at 3:30 p.m.

Frederick J. Barnett III
First Vice-President

Linda L. Knight
Secretary

MINUTES OF THE ADJOURNED MEETING
OF THE BOARD OF DIRECTORS
HELD ON APRIL 25, 1990

An Adjourned Meeting of the Library Board of Directors of Kanawha County Public Library was held on April 25, 1990 at 4:00 o'clock p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Ms. Chilton
Mr. Moss	Ms. Rugeley
Mr. Santrock	Mrs. Sloan
Mrs. Smith	Dr. Wallace
Mr. Thomas	Mr. Ray

Also present were Ms. Linda Wright, Library Director, Ms. Jacque Ware, Administrative Assistant, Marsha Holliday, Personnel Manager and Charles Jeff Hunt.

Mr. Ray, President, presided. The Secretary reported that a quorum was present.

Mr. Ray informed the members that the purpose of the meeting was to hear the appeal of Charles Jeff Hunt regarding his dismissal as an employee of the Library. Ms. Wright and Ms. Ware were then excused from the meeting. The Board then proceeded to hear the verbal statements of Charles Jeff Hunt and Marsha Holliday and considered the written statements of Mr. Hunt, Judy Duncan, Phyllis Shamblen, Sara Thompson, the personnel file of Mr. Hunt and the rules and regulations for employees of the Library. Mr. Hunt and Ms. Holliday were then excused from the meeting. After extended discussion by the members, on motion duly made by Ms. Chilton, seconded by Mr. Moss and unanimously carried, the Board of Directors approved, ratified and confirmed the decision of Judy Duncan,

Extension Services Department Head, to terminate Mr. Hunt's employment effective February 15, 1990, which decision was affirmed by the Library Director by letter dated February 26, 1990 to Mr. Hunt and by the Personnel Committee of the Board by written decision dated March 19, 1990.

There being no further business to come before the meeting, on motion duly made, seconded and carried, the meeting was adjourned.

President

Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 14, 1990

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on May 14, 1990 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Davis	Mrs. Rugeley
Mrs. Glasser	Mrs. Russell
Mr. Kauffelt	Mr. Santrock
Mr. Moss	Mrs. Sloan
Mr. Ray	Mrs. Smith
Mr. Rolston	Ms. Thomas

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Servies Officer, and Ms. Jacque Ware, Administrative Assistant.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the April 9, 1990 and April 25, 1990 meetings were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Rolston, seconded by Mr. Moss, and unanimously carried, the payment of Book Bills in the amount of $50,991.71 and General Bills in the amount of $68,351.14 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $92.98 duly certified and

approved in accordance with the Bylaws and on motion of Mr. Rolston, seconded by Mr. Moss, and unanimously carried, it was ordered that the bills set on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of April, 1990. Included were the following:

> Staff members attended a number of different conferences and workshops during April: VTLS Eastern Users Group Meeting, bookmobile conference, desk-top publishing.
>
> Terri McDougal, Head of Children's Services, was responsible for many of the details involved in arranging the local West Virginia Library Association Spring Workshop. Terri, along with Donna Gettys, Charleston Children's Services Supervisor presented a session at this workshop on humor in children's literature entitled "We do not put jelly on our mashed potatoes". Many of the attendees at this regional workshop were members of our staff.
>
> During National Library Week each library in our system held a program honoring a local author. The programs were generally well attended.
>
> The Cross Lanes Library Board held the kick off event for their expansion project fund-raising drive on April 25. The weather was great, the WQBE rabbit was in fine form and the balloons were launched. On behalf of the Cross Lanes Board I would like to thank Dr. Bannerot, Nelle Chilton, Freddy Davis, and Frances Sloan of the KCPL Board for attending this event.
>
> The contract for the suspended ceiling in the lower level was awarded to E.T. Construction. The project has been completed. Eddie Childers and Dale Turley of our maintenance staff installed new light fixtures as the ceiling was being completed. As a result not only has the ceiling been vastly improved but so has the lighting of the area.
>
> Only one bid was received for the HVAC study from Boyd/Sobieray Associates, Inc. The study should be completed during May.

Pat Abbott began working in mid April as the branch manager of Sissonville. Pat has eight years experience as the assistant librarian of the Chapmanville Public Library.

Reports of Committees

Membership Committee. Ms. Chilton, Chair. Ms. Wright informed the Board that Terry Fontalbert's term would expire June 30, 1990, and that former Board Member, Parker Smith had returned to Charleston and would be interested in filling a vacant position on the Board. Upon motion of Mrs. Rugeley, seconded by Mr. Rolston, and unanimously carried, it was moved that Terry Fontalbert and Parker Smith be nominated for six year terms beginning July 1, 1990 and ending June 30, 1996 and that the Library Director submit these nominations to The Board of Education of Kanawha County.

Personnel Committee. Dr. Bannerot, Chair. Linda Wright proposed to close the library system for one day in September, 1990 for the purpose of holding the second annual staff development. Upon motion of Mrs. Russell, seconded by Mrs. Rugeley, and carried, with Mr. Kauffelt voting against the motion, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to close all units of the Kanawha County Public Library System to the public on Wednesday, September 12, 1990 for the purpose of allowing a day long program of staff development to be held.

Support Services Committee. Mr. Santrock, Chair. Dr. Ranson reported on the many problems with the rear elevator. Due to the age, slow speed, and down time, the

elevator is becoming increasingly costly to operate with the high cost of maintenance, down time, and most importantly lost personnel time. The Committee proposes that the Library Director and Administrative Services Officer seek bids for the installation of a new rear elevator. Upon motion of Mr. Santrock, seconded by Mrs. Sloan, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Board authorizes the Library Director and the Administrative Services Officer to seek bids for the installation of a new rear elevator for the Charleston Library and to report back to the Board at its June 11, 1990 meeting on the bids received.

Dr. Ranson reported that the new bookmobile, to be delivered in June, will be significantly longer than the old vehicle. Due to the extended length of the new bookmobile, the Committee suggested that the present bookmobile shelter be extended and enclosed providing protection for the new vehicle. Upon motion of Mr. Santrock, seconded by Mrs. Glasser, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Board authorizes the Library Director and the Administrative Services Officer to seek architectural proposals, at a cost not to exceed $2,000. for the design and cost estimates to extend and enclose the existing bookmobile shelter and to report back to the Board at its June 11, 1990 meeting on the bids received.

Dr. Ranson discussed the need for a wrought iron fence to be installed on the southwest wall at the rear of the

Charleston Library, for security purposes. Upon motion of Mr. Santrock, seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Board authorizes the Library Director and the Administrative Services Officer to seek bids for the installation of a wrought iron fence on the southwest wall at the rear of the Charleston Library and, with a member of the Support Services Committee, to review the bids submitted; and
>
> THAT FURTHER, That they are authorized to award the contract for the installation of the wrought iron fence in an amount not to exceed $4,500.

Dr. Ranson reported on the progress of the new suspended ceiling and light fixtures in the lower level of the Charleston Library. Although the surplus fixtures are old, they are reusable, and Dr. Ranson suggested advertising in the Charleston newspapers for the sale of the surplus light fixtures. Upon motion of Mr. Santrock, seconded by Mrs. Sloan, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Library Director and the Administrative Services Officer be authorized to publicly advertise, in the Charleston newspapers, the sale of surplus used light fixtures resulting from the installation of the suspended ceiling on the Lower Level of the Charleston Library.

Fred Ranson reported on the HVAC maintenance agreement that the Kanawha County Public Library has with York International Corporation. York International has agreed to "freeze" their prices for the upcoming year and the Library

would like to take advantage of this existing rate. Mr. Ray requested that the renewal matter regarding the HVAC maintenance agreement with York International Corporation be delayed for further consideration in order to have an opportunity to explore the legal ramifications of the contract. Dr. Ranson will report on the HVAC maintenance agreement at the June, 1990 Board Meeting.

Long Range Planning Committee. Gina Rugeley, Chair, reported on the progress the Long Range Planning Committee has made with the information gathering process from various surveys received from patrons, board members, and staff in helping to determine future library roles for Kanawha County Public Library. The two primary roles which the Long Range Planning Committee recommends that the Library serve are as follows:

I. Popular Materials Library. The Library features a broad range of current, high-demand, high interest materials in a variety of formats - educational, recreational, and informational - and actively promotes the use of its collection to patrons of all ages.

II. Reference Library. The library actively provides timely, accurate, and useful information in response to individual, business, government & community needs, and participates in inter-library loan and cooperative reference services to meet patron requests for information not available locally.

A secondary role would be as follows:

Educational Support Center. (Pre-School thru end of formal education). Encourages young children to develop an interest in reading and learning, and assist students of all ages in meeting educational objectives during their formal course of study.

The Long Range Planning Committee will meet May 21, 1990, to develop a Mission Statement evolving from these three roles, identifying the scope and purpose of the Kanawha County Public Library. The Committee requested ideas and suggestions from members of the Board and provided worksheets to be completed and returned before the next committee meeting.

New Business

Authorization To Travel - The Library Director reported that the Association for Library Service to Children will be holding a conference in Pittsburgh, Pennsylvania, June 1 & 2, 1990. Upon motion of Mr. Kauffelt, seconded by Mrs. Russell, and unanimously carried, the following resolution was adopted:

> RESOLVED, That Terri McDougal be authorized to attend the conference "Youth Services: Managing to Make a Difference" presented by the Association for Library Service to Children in Pittsburgh, Pennsylvania, June 1-2, 1990 and that her expenses be paid in an aggregate amount not to exceed $275.

The Library Director reported that the American Library Association will be holding its Annual Conference in Chicago, Illinois, June 21-27, 1990. Upon motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the following resolution was adopted:

> RESOLVED: That Linda Wright and Jo Ellen Flagg be authorized to attend the American Library Association Annual Conference to be held in Chicago, Illinois, June 21-27, 1990 and that their expenses be paid in an aggregate amount not to exceed $2400.

State Grant-In-Aid. The Library Director reported that the Application, Agreement and Maintenance of Effort Certification for Grants-In-Aid had been received from the West Virginia Library Commission. Upon motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, the following resolution was adopted:

> RESOLVED, That Kanawha County Public Library accept the conditions of the Application, Agreement and Maintenance of Effort Certification for Grants-In-Aid from the West Virginia Library Commission and grant authority to the Library Director to sign and request State Grant-In-Aid for the Library.

Legal Action Against The Kanawha County Commission. Mr. Ray advised the Board that the legal action against the Kanawha County Commission was proceeding with a hearing scheduled for Friday, May 18, 1990. Mr. Ray commended Mr. Jim Kauffelt on the excellent manner in which he has represented Kanawha County Public Library in this matter.

There being no further business, the meeting was adjourned.

John L Ray
President

Linda G. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 11, 1990

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on June 11, 1990 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Dr. Bannerot	Mrs. Rugeley
Ms. Chilton	Mrs. Russell
Mr. Fontalbert	Mr. Santrock
Mrs. Glasser	Mrs. Sloan
Mr. Kauffelt	Mrs. Smith
Mr. Moss	Ms. Thomas
Mr. Ray	Mr. Rolston
	Dr. Wallace

Also present were Ms. Linda Wright, Library Director, Dr. Fred Ranson, Administrative Services Officer, Ms. Jacque Ware, Administrative Assistant, and Mr. Parker Smith, guest.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Correction in Minutes. It was reported that payment of General Bills in the amount of $68,351.14 was approved at the May Board meeting and transmitted for payment. Due to two invoices not being received from the Board of Education until after the May Board Meeting, the amount of General Bills was increased to $69,176.74, a difference of $825.60. Upon motion of Mr. Rolston, seconded by Mrs. Rugeley, and unanimously carried, the minutes, as amended, were approved.

Approval of Bills. In accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the payment of Book Bills in the amount of $79,726.52 and General Bills in the amount of $56,096.14 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $358.58 duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, it was ordered that the bills set on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of May, 1990. Included were the following:

> During May a number of staff training opportunities were offered. Because of requests from staff members some of the sessions that were offered at December's Staff Development Day were repeated. The sessions offered were Children's Reference and Reader's Advisory Resources by Terri McDougal, Keyword Searching on Public Access Computer with Karen Philippi, MARC format catalog record, Claudia Benton and Reference Interview Skills, Sara Sue Wright, Kim Dankovich and Elizabeth Fraser. Over 40 staff members participated in these sessions.
>
> Also in May, ten staff members each spent two days working in another Department as part of our Staff Exchange program whose purpose is to provide staff with a broader background about our system. In addition, 37 staff members attended six different external seminars. On May 23, a group of twelve staff members visited the new Main Library in Lexington, Kentucky.

We all felt this visit was very beneficial and returned with some ideas we can utilize.

Toba Singer, Charleston Reference Librarian, has submitted her resignation effective June 29. She and her family are moving to San Francisco.

May was a busy month preparing for the big children's event of the year - the summer reading program. Program schedules were finalized, prizes solicited and various types of handouts were created and printed. In addition dozens of elementary schools were visited to promote the program.

Reports of Committees

Membership Committee. Ms. Chilton, Chair, reported that Dr. Bannerot's term would expire June 30, 1990. Upon motion of Ms. Chilton, seconded by Mr. Rolston, and carried with Dr. Bannerot abstaining, it was moved that Dr. Bannerot be nominated for a six-year term beginning July 1, 1990 and ending June 30, 1996, and that the Library Director submit this nomination to The Board of Education of Kanawha County.

Financial Affairs Committee. Mr. Kauffelt, Chair, reported on certain aspects of the financial record keeping that need to be attended to before the end of the fiscal year on June 30, 1990. An amount of $120,281.08 of non-appropriated receipts was identified, explained and recorded as follows:

KANAWHA COUNTY PUBLIC LIBRARY

NON-APPROPRIATED RECEIPTS

1989/1990	Estimated
Interest Earned-over and above $22,000.00	$ 41,126.22
Miscellaneous Receipts-over and above $40,000.00	24,858.07
Book Sale	2,976.14
Sale of West Virginia Foundation Directory	165.45
State of West Virginia-Automation Grant	16,780.60
State of West Virginia-Equipment Grant	1,339.80
State of West Virginia-Facsimile Grant	733.00
Kanawha County Board of Education-PEIB Refund	16,302.87
Kanawha County Board of Education-Previous outstanding checks cancelled	143.14
Capitol Cablevision-Food For Thought Campaign	590.00
Pitney Bowes-Refund on Maintenance Contract	172.50
Young American Corporation-Refund on Battery Purchase	2.00
C & P Telephone-Telephone Credit Refund	4,055.42
Charleston Newspapers-Newspaper Cancellation-Glasgow	88.60
Charleston Newspaper-Newspaper Cancellation-Sissonville	21.34
Charleston Newspapers-Newspaper Cancellation-Extension	47.80
Business Credit Leasing-Overpayment	72.00
Bell and Howell-Maintenance Contract Refund	462.00
Standard & Poore's-Refund on Extension Dept. Periodicals	540.00
Baker and Taylor-Postage Reimbursements	450.74

Chapmanville Library-Postage Reimbursements	.87
Mr. Krug-Postage Reimbursement	.87
KCPL-Postage Reimbursement	.87
West Virginia Library Association-Postage Reimbursement	165.17
Cross Lanes Library-Postage Reimbursement, Bulk Mailing	319.05
Sissonville Library-Postage Reimbursement, Bulk Mailing	
Elk Valley Library-Postage Reimbursement, Bulk Mailing	
Lorena Ammar-Dental/Vision Insurance	145.20
Zetta Walker-Dental/Vision Insurance	133.10
Janie Blackshire-Dental/Vision Insurance	12.10
Paula McCormick-Health Insurance	900.48
WV Treasurer-Refund	.39
American Library Association-Luncheon Reimbursement	22.00
Commercial Insurance-Damage to Sunbird	1,625.50
South Charleston Library-Share of Hardware/ Software Maintenance	2,856.48
Velma Jackson-Sept. 1989 Health Deduction	122.24
Linda G. Wright-Repayment of PEIB Deduction 1988/1989	64.80
Buckeye Union Insurance-Supplemental Payment Loss 6/12/89	133.56
Clendenin Used Cars-Purchase of Stationwagon	182.00
Mary Burgess-Reimbursement for Hotel Accommodations	33.78
Buckeye Union Insurance-Insurance Settlement	2,500.00
Greater Kanawha Valley Orchid Society-Reference Book	28.50

Sara Sue Wright-Reference Book	30.00
Douglas DeBaltzo-Refund of Overbilling for Copier	39.00
Elizabeth Fraser-Refund of Cash Advance for PRLC Conference	37.43
TOTAL NON-APPROPRIATED RECEIPTS	$120,281.08

After discussion, upon motion of Mr. Kauffelt, seconded by Mrs. Glasser, and unanimously carried, the following resolution was adopted:

> RESOLVED, That the Budget of the current 1989/90 fiscal year be amended to reflect the non-appropriated receipts of $120,281.08 as submitted to this meeting as well as additional monies received between this date and June 30, 1990.

Outstanding Checks. Ms. Wright submitted a list of outstanding checks which should be cancelled, in keeping with standing recommendations of the Library's auditors, with the proviso that they may be reissued should a valid claim arise.

The checks to be cancelled are as follows:

Date	Payee	Check Number	Amount
01/24/89	Baker and Taylor	439976	$156.40
02/21/89	American Library Assoc.	440043	500.00
06/30/89	Ann M. Brown	319123	271.32
06/30/89	Burlyne L. Hall	319132	9.98
06/30/89	Sheilah Lewis	319137	248.69
12/27/89	Debra L. Russell	441850	11.60
12/27/89	Mary Ann Taylor	441854	8.80
		TOTAL	$1,206.79

Upon motion of Mr. Kauffelt, seconded by Mrs. Glasser, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks as submitted to this meeting with the proviso that a check may be reissued should a valid claim arise.

Public Services Committee. Mr. Moss, Chair, reported on the Public Services Committee meeting held Thursday, June 7, 1990. The current arrangement that Kanawha County Public Library has with Trans-Alleghany Books was discussed. Due to the number of rare books that the Library still needs to sell, the arrangement with Trans-Alleghany Books should be continued. Upon motion of Mr. Moss, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That the arrangement with Trans-Alleghany Books for the purchase or consignment of the "Rare Books" be continued.

Due to the number of out-of-date items in the Kanawha County Public Library's collection and the space constraints in many locations, it would be advantageous for the Library to try to sell these items at book sales, the next to be held in August, 1990. Upon motion of Mr. Moss, seconded by Mr. Kauffelt, and unanimously carried the following resolution was adopted:

RESOLVED, That the Board of Directors authorizes that items from the Kanawha County Public Library collection that are in marginal physical condition and/or are out-of-date may be sold in the Library system's book sales.

The Director reported that the matter of overdue books has become a significant problem with approximately 10% of the Library's collection being overdue in an average month. Even though an all-out effort was made in April with Amnesty Month, a major mailing to long overdue patrons (7,300), and increased publicity, the Library was able to recover only a small portion of materials. There are still over 20,000 items that the Library needs to take action on, either by retaining an attorney and handling the matter through small claims court or by obtaining help from the Prosecuting Attorney's Office.

Upon motion of Mr. Moss, seconded by Ms. Thomas, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Board of Directors authorizes the Library Director to retain an attorney to pursue long overdue library materials through small claims court if the Prosecuting Attorney of Kanawha County is unable to assist the Library Director with this matter.

Support Services Committee. Mr. Santrock, Chair, reported on the bids received for installation of a new rear elevator for the Charleston Library and stated that the Dover Elevator Company had the lowest bid. Upon motion of Mr. Santrock, seconded by Ms. Chilton, and unanimously carried, the following resolution was adopted:

RESOLVED, That the Library Director be authorized to award a contract, in the amount of $57,703.00, to the Dover Elevator Company to remove the existing rear elevator at the Charleston Library and to install a new elevator according to their bid proposal of June 8, 1990.

Long Range Planning Committee. Mrs. Rugeley, Chair, reported on the joint meeting of the Long Range Planning Committee and the Supervisor's Roundtable held Monday, June 4, 1990, with 17 staff members attending. The purpose of this meeting was to obtain information and ideas from the Library Staff as well as Committee Members in order to formulate three to five possible long-range goals for the Kanawha County Public Library. The meeting was very successful and Mrs. Rugeley, on behalf of the Long Range Planning Committee, commended the staff for their efforts and input. Upon motion of Mrs. Rugeley, seconded by Ms. Chilton, and unanimously carried, the major roles presented by the Long Range Planning Committee for the Kanawha County Public Library to serve for the next 3-5 years were adopted as follows:

MAJOR ROLES

I. Popular Materials Library. The Library features a broad range of current, high-demand, high interest materials in a variety of formats - educational, recreational, and informational and actively promotes the use of its collection to patrons of all ages.

II. Reference Library. The library actively provides timely, accurate, and useful information in response to individual, business, government & community needs, and participates in inter-library loan and cooperative reference services to meet patron requests for information not available locally.

A secondary role would be as follows:

Educational Support Center. (Pre-School through end of formal education). The Library encourages young children to develop an interest in reading and learning, and assist students of all ages in meeting

educational objectives during their formal course of study.

As a result of the adoption of the Major Roles, a Mission Statement was developed identifying the scope and purpose of the Kanawha County Public Library. Upon motion of Mrs. Rugeley, seconded by Mr. Kauffelt, and unanimously carried, the following Mission Statement was adopted:

MISSION STATEMENT

The Kanawha County Public Library System is a public institution whose mission is to provide the means by which people of all ages, interests and circumstances may have uncensored access to a broad range of literature and other materials for personal, informational, educational, cultural and recreational enrichment. The Board of Directors, Management and Staff of Kanawha County Public Library System are committed to excellence in the fulfillment of this mission.

New Business

Appointment of Nominating Committee. - Mr. Ray appointed a Nominating Committee to present a slate of officers at the July meeting. Mrs. Smith, Chair, Mr. Fontalbert and Dr. Wallace will make up this Committee.

Date for Annual Meeting - Due to the date of the Annual Meeting (July 6, 1990) falling so close to the Fourth of July Holiday, Mr. Ray suggested that the date of the Annual Meeting be held July 9, 1990 at 2:00 o'clock p.m. Upon motion of Mr. Kauffelt, seconded by Mrs. Rugeley, and unanimously carried, the following motion was adopted:

That the Annual Meeting scheduled for July 6, 1990 at 2:00 o'clock p.m. be adjourned for lack of a quorum to July 9, 1990 at 2:00 o'clock p.m.

Authorization To Travel - The Library Director reported that the workshop "Popular Adult Fiction for Young Adults" is being held July 18 & 19, 1990 at the University of Pittsburgh. Upon motion of Mr. Kauffelt, seconded by Dr. Wallace, and unanimously carried, the following resolution was adopted:

> RESOLVED, That Kim Dankovich be authorized to attend the workshop "Popular Adult Fiction for Young Adults" being held July 18 & 19, 1990 at the University of Pittsburgh and that her expenses in an aggregate amount not to exceed $250 be paid.

The Library Director reported that the workshop "Understanding U.S. MARC Format for Archival and Manuscripts Control" sponsored by the Society of American Archivists is being held in Pittsburgh, Pennsylvania, July 26 & 27, 1990. Upon motion of Mr. Kauffelt, seconded by Mr. Rolston, and unanimously carried, the following resolution was adopted:

> RESOLVED, That Susan Harper be authorized to attend the workshop "Understanding U.S. MARC Format for Archival and Manuscripts Control" sponsored by the Society of American Archivists in Pittsburgh, Pennsylvania, July 26 & 27, 1990 and that her expenses in an aggregate amount not to exceed $400 be paid.

Legal Action Against the Kanawha County Commission. Mr. Ray reported that the legal action against the Kanawha County Commission has been settled. The Kanawha County Commission has agreed to pay the Kanawha County Public Library $20,000 by June 30, 1990, for the current year (July 1, 1989 through June 30, 1990), and will pay the amount requested by the Library $993,630.00 for the ensuing year (July 1, 1990

through June 30, 1991). Mr. Ray commended Mr. Jim Kauffelt for the excellent manner in which he has represented the Kanawha County Public Library in this case.

Welcome To Parker Smith - Mr. Ray introduced former Kanawha County Public Library Board Member, Parker Smith, who has been on assignment with C & P Telephone in Washington, D.C. and has just returned to Charleston. His name has been submitted to the Board of Education for approval as a member of the Library Board, but no action has yet been taken.

HVAC Maintenance Agreement - Mr. Santrock, Chair of the Support Services Committee, reported Kanawha County Public Library has a HVAC maintenance agreement with York International which contains a provision for extension of the Agreement for one year on the same terms and conditions at York's option and on approval by the library. York elected to extend the Agreement if the library approved the extension by May 31, 1990. Dr. Ranson learned from the Kanawha County Board of Education and various agencies of the State of West Virginia that they had approved extensions in contracts with similar provisions. With the approval of the library's legal counsel, Dr. Ranson then notified York International in writing prior to May 31, 1990, that the library would approve the extension of the Agreement for one year commencing July 1, 1990. Upon motion of Mr. Santrock, seconded by Mr. Kauffelt, and unanimously carried, the action of Dr. Ranson in extending the Agreement with York International

for one year commencing July 1, 1990 was ratified and approved.

There being no further business, the meeting was adjourned.

President

Secretary

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 9, 1990

The Annual Meeting of the Library Board of Directors of the Kanawha County Public Library was held on Monday, July 9, 1990 at 2:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Ms. Chilton	Mrs. Rugeley
Mrs. Glasser	Mrs. Russell
Mr. Kauffelt	Mrs. Smith
Mr. Moss	Ms. Thomas
Mr. Ray	Dr. Wallace
Mr. Rolston	

Also present were Ms. Linda Wright, Director, Dr. Fred Ranson, Administrative Services Officer, and Ms. Jacque Ware, Administrative Assistant.

The President welcomed Mrs. Eleanor Keenan and Mrs. Elizabeth Stone from the St. Albans Library Board; Mr. Karney Tinney from the Sissonville Library Board; Mrs. Norma Brick, Mrs. Mary Thaxton, and Mr. Bill Ramell from the Cross Lanes Library Board; Branch Librarians, Department Heads and staff who were in attendance.

Mr. Ray, President, presided. The Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the June 11, 1990 meeting were approved.

Correspondence. Ms. Wright read a letter from

Mr. Richard D. Trumble, Ph.D., Superintendent of Kanawha County Schools approving Mr. Terry Vernon Fontalbert, Mr. Parker K. Smith and Dr. Frederick G. Bannerot, III to serve six-year terms on the Kanawha County Public Library Board of Directors.

Approval of Bills. In accordance with the Bylaws and on motion of Ms. Chilton, seconded by Mrs. Smith, and unanimously carried, the payment of Book Bills in the amount of $22,646.94 and General Bills in the amount of $60,580.03 was approved and transmitted for payment by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds of $399.80 duly certified and approved in accordance with the Bylaws and on motion of Ms. Chilton, seconded by Mrs. Smith, and unanimously carried, it was ordered that the bills set on the said list be paid.

Annual Report. The President introduced Ms. Wright, Library Director. The President then asked for the Library Director's Annual Report for 1989/90. Ms. Wright noted some of the accomplishments during the past year which are as follows:

Library Board

- Three members were appointed

  Mrs. Frances Sloan, Ms. Sandra Thomas and Mr. Parker Smith

- Two members were re-appointed

  Mr. Terry Fontalbert, Dr. Frederick Bannerot, III

- Two members resigned

  Mrs. Edna Gallian, Mr. Gary Ellis

Personnel

- The Kanawha County Public Library adopted an additional benefit of a long-term disability insurance policy for all full-time library staff members.

- A number of training and development opportunities were provided to all levels of staff such as the West Virginia Library Association Conference at Canaan Valley Resort, the Children's Literature Conference held in Columbus, Ohio, workshops offered by the Public Library Association in Chicago, Illinois, a bookmobile conference in Greensboro, North Carolina, spring conference of the Pittsburgh Regional Library Center in Pittsburgh, Pennsylvania, the American Library Association Annual Conference held in Chicago, Illinois. A number of one-day workshops particularly in the areas of supervision and management skills were attended by staff members.

- The first systemwide Staff Development Day was held December 6, 1989, with 93 people attending. Some of the sessions held were Reference Interview Skills, Keyword Searching on the public access terminals, MARC cataloging format, Children's Reference and Reader's Advisory Sources, Time Management, Stress Management, Intellectual Freedom and Censorship, West Virginia Authors, and Young Adult Authors. Due to the success of this program some of the sessions conducted by in-house presenters were repeated in May with over 40 staff attending.

Operations

- The Kanawha County Public Library received a gift of cash and securities valued at approximately $990,000 from the late Bernard H. Jacobson to establish an endowment fund.

- A resolution adopted by the Board of Directors September 11, 1989, permitted the Cross Lanes Branch Library Board to expand the Cross Lanes Branch Library. The kick-off event for the expansion project fund-raising drive was launched with balloons and festivities, April 25, 1990.

- An inspection of the partial depository collection

of Federal Documents was held in December. The inspection report made very favorable comments on the improvements of access to the collection and efforts to publicize the collection.

- A $1,500 grant was received from the Greater Kanawha Valley Foundation for board books for toddlers.

- A $2,500 grant was received from the Herscher Foundation to assist in the replacement of tables and chairs on the first floor of the Charleston Library.

- A $7,500 grant was received from the Jacobson Foundation for the new bookmobile.

- Children's Services staff was heavily involved with Read Aloud West Virginia in activities related to Stephen Kellogg Week, March 5-10, 1990. These activities included a workshop for school librarians.

- The West Virginia Library Association Spring Workshops were attended by Kanawha County Public Library staff with Terri McDougal and Donna Gettys representing Children's Services by presenting a session at the workshop on humor in children's literature entitled, "We do not put jelly on our mashed potatoes."

- April was declared amnesty month for the purpose of trying to encourage the return of long overdue library materials. Anyone who had overdue items could return them to the library and not be charged a fine. Over 7,300 letters were mailed out to patrons with overdue materials. Approximately 24,000 items were overdue at the beginning of the month, over 6,300 items became overdue during the month and over 19,000 were overdue at the end of the month.

- A long range planning process was initiated to help the Kanawha County Public Library evaluate current library services, to establish service priorities, and to determine the best use of the space which the library has and to identify possible future space needs. Additional board members agreed to serve as temporary members of the Long Range Planning Committee throughout the project with an expected completion date of September, 1990. Efforts were made to solicit input from the public and the staff into this long range planning process.

- Tours of the Charleston Library and the branch libraries were conducted for Kanawha County Public Library Board Members.

- Collection evaluation and updating activities were continued. Major activity included work on the 700's in the branch libraries and the adult fiction section at the Charleston Library. Work was also begun in the overflow storage area on the fourth floor of the Charleston Library.

- There was a significant increase in interlibrary loan requests handled by the Reference Department. Over 3400 interlibrary loan forms were processed, an increase of twenty-three percent over the previous year. Over 1970 books were loaned to other libraries most of which were small college and public libraries in West Virginia.

- The rotating video collection was expanded. Changes were implemented in the method of rotation amongst the branches and the packaging and display of the videos. Over 14,400 videos were circulated during the year.

- The Technical Services Department ordered, received, cataloged and processed over 26,000 items.

- A major project undertaken in the Technical Services Department this year was updating our shelflist, the masterfile of all items in the entire collection that is arranged in shelf order.

- A major revision of our budgeting system was made. Cost centers were established for each operating unit to better identify operating costs for each area of the library system.

Automation

- Sessions were held in most branch libraries by Karen Philippi and Sandy Dempsey, to introduce the public to using the on-line public access catalog.

- Administrative record keeping was improved due to the use of computer software. Examples are the use of Lotus to maintain daily cash receipt records and the HR Pro software for personnel information. Over 400 people attended.

- On-line backup software was purchased and installed which allowed the Automation Department to perform needed backup, being off-line usually only 15-30

minutes rather than 2-1/2 hours before the installation.

- An Intergovernmental Agreement was concluded on August 7, 1989, by the Kanawha County Board of Education, the Kanawha County Public Library and the West Virginia Library Commission for the purpose of integrating Kanawha County High Schools library resources with the existing statewide network utilizing the computer system of the Kanawha County Public Library. This three-year project was funded by a grant from the Clay Foundation. A press conference was held on February 7, 1990 at Capital High School to highlight the first school to come on-line.

Public Relations & Programming

- Banned Books Week was celebrated in September. This program was well received with favorable publicity by the media.

- The second Imagination Celebration was held in October at Capitol Plaza Theater and consisted of four storytellers and a reception for two West Virginia children's authors. Over 400 people attended.

- A Write For Fright contest was sponsored by the Children's Services Department encouraging students to write short stories or poems of 250 words or less. Over 1,200 entries were received with 13 winners.

- Fall and spring storytime series were held at the branch libraries.

- The Library had a booth at the Chamber of Commerce's Cavalcade of Trade. The booth was sponsored by Chambers, Paterno & Associates and was quite successful.

- Food For Thought, Food For Fines Campaign was held in December with over 5,600 boxed and canned food items collected and donated to various food pantries in the county and approximately 2,300 fines totaling $5,700 forgiven.

- A mailing list for the monthly newsletter was begun. 1200 people are now on the mailing list.

- A variety of programs on gardening were presented at a number of locations by Keith Southall of WVU Extension Services.

- During National Library Week in April each location hosted a presentation by a local author or poet. These programs were well received.

- A variety of other programs were conducted. Some examples "How to Start and Operate a Bed Breakfast", a program on the author Willa Cather, a program on Greenland, and programs on fitness walking.

- The Children's Services staff members planned and implemented the 1990 Summer Reading Program, "Secrets of the Deep". During the first three weeks 2092 children have enrolled in the program. Besides storytimes for preschool age children, a number of programs are being held. Over 250 participated in an afternoon of varied activities at the Sissonville Branch. The program was co-sponsored by the Sissonville Library Board and a number of volunteers assisted in making this program such a success.

- A major accomplishment this year was the development and printing of a system-wide general information brochure.

- Efforts to publicize various areas of our collection continued. Each month a subject was selected for systemwide book displays such as arm chair travel, humor, science fiction, romance. Examples of other displays: "Watch What You Read" which tied in television programs to books in the collection, by Elizabeth Fraser, and "Going, Going, Gone" which highlighted the problem of book deterioration by Susan Harper.

- A twice a month listing of business materials was initiated in the weekly business section of the newspaper.

- Elizabeth Fraser of the Charleston Reference staff made presentations about library services to each of the two series of Leadership Charleston sponsored by the Chamber of Commerce.

- A number of bibliographies were developed to promote interest in materials in our collection. Some examples: West Virginia Children's Authors by Donna Gettys, Hunger and the Homeless by David Schau, Black Authors by David Schau, Earth Day by Toba Singer, Young Adult Romance Novels by Kim Dankovich, and Art of the Essay by Sara Sue Wright.

Physical Plant & Equipment

- A new Chevrolet van was purchased replacing the 1975 Chevrolet stationwagon.

- A new bookmobile was ordered with delivery to be made in July. Several staff members traveled to the Thomas Built Company. in North Carolina on three occasions to inspect the assembly of the new bookmobile.

- A new suspended ceiling equipped with new light fixtures was installed in the Extension Department. This project has made a vast improvement in the area.

- Copier purchases were made for the Charleston Administrative Office and a bookstyle copier for the Charleston Reference Section.

- Additional index tables were purchased to facilitate use of the numerous indexes in the Charleston Reference Section.

- Tables, carrels, chairs and paperback racks were purchased to replace worn out furniture on the first floor of the Charleston Library.

- Carpet was installed in the children's area of the Charleston Library to improve the appearance of the area and reduce the noise level.

- The basin of the fountain at the Charleston Library was completely redone.

- Display windows on the Quarrier Street side of the Charleston Library were remodeled including new paint, lights and sunscreening the windows.

- A major effort was made to provide all libraries who had adequate space with various types of equipment and furniture to display materials in their collections to make the public more aware of the variety of items in our collection.

- Two VCR's, two monitors and one FAX machine were received from the West Virginia Library Commission.

- An inventory project of all systemwide equipment and furniture was begun. All units have

compiled a listing of these items and this information is currently being input into a computer program.

The Library Director introduced the staff members present. They were: Pat Abbott, Branch Manager, Sissonville Branch Library; Claudia Benton, Head, Technical Services Department; Mary Burgess, Library Associate, Children's Services; Judy Duncan, Head, Extension Department; Yvonne Farley, Branch Librarian, St. Albans Branch Library; Jo Ellen Flagg, Head, Branch Services Department; Elizabeth Fraser, Librarian, Reference Department; Donna Gettys, Supervisor, Charleston Children's Services; Marilyn Henstock, Supervisor, Audio-Visual Section; Linda Hill, Branch Librarian, Elk Valley Branch Library; Marsha Holliday, Personnel Manager; Sue Martin, Branch Librarian, Nitro Branch Library; Terri McDougal, Head, Children's Services Department; Karen Philippi, Automation Manager; Fred Ranson, Administrative Services Officer; Willard Reynolds, Bookmobile Services Assistant, Extension Department; David Schau, Branch Librarian, Dunbar Branch Library; Barbara Straughter, Supervisor, Circulation Section; Traletta Wallace, Branch Manager, Glasgow & Marmet Branch Libraries; Jacque Ware, Administrative Assistant; Joyce Williams, Library Assistant, Circulation Section; Sara Sue Wright, Head, Reference Department; and Adrienne Worthy, Community Liaison Officer.

Some of the staff members then made presentations to the Board concerning library displays and staff development

training and workshops.

Library Displays

Yvonne Farley, Branch Librarian, St. Albans Library, spoke on two displays that were used in the St. Albans Library, they were: **(1)** a West Virginia display celebrating West Virginia Day, featuring books, musicians, and many interesting items about the state; **(2)** a gardening display of fresh flowers featuring many library materials on gardening, flowers, etc. received favorable response from the patrons.

David Schau, Branch Librarian, Dunbar Library. David and his wife were host parents for a student from Greenland and they visited with a host family in that country for two weeks. David displayed posters, books and art from his trip, as well as information about places he had visited and people he had met during his visit.

Donna Gettys, Supervisor, Charleston Children's Services Department, spoke about the benefits of the new display cubes presently being utilized in Children's Services and the many favorable compliments received from the patrons. Donna also explained the Ellison Lettering Machine and the countless hours of work it was saving the staff as well as helping to create artistic displays.

Staff Development

Elizabeth Fraser, Librarian, Reference Department, reported on the workshop which she attended regarding The Difficult Reference Question and the valuable information and

tips she received.

Traletta Wallace, Branch Manager, Glasgow and Marmet Libraries, reported on two workshops which she attended that have been very beneficial to her, they were: (1) Presentation Skills Workshop addressed public speaking and provided helpful pointers and exercises in this area; (2) Stress Management Workshop provided suggestions in relieving stress, becoming more confident, and becoming more flexible in dealing with the public.

Willard Reynolds, Bookmobile Services Assistant, reported on a bookmobile conference that he attended in Greensboro, North Carolina. The conference proved to be very beneficial because it provided practical information from all management levels. In addition to bookmobile tours, many topics were covered, National Bookmobile Standards were addressed, and a presentation by Kathy Alloway involving the bookmobile publication On The Road was discussed. Willard explained that discussions with other bookmobile people, sharing ideas and comparing systems was very helpful.

David Schau, Branch Librarian, Dunbar Library, spoke on the Public Library Association's Workshop on Reader's Advisory Service which relates to the ability of the librarian to make the appropriate selection from the patron's request - to respond correctly and accurately to the patrons' needs.

Joyce Williams, Library Assistant, Circulation Section, reported on the workshop, Let Em Have It: Aspects of Customer

Service which addressed the ability of the library staff to relate positively to the people who use it. Quality customer service is free and first impressions count. The patron is vital and deserves courteous treatment. The workshop provided valuable information about customer service etiquette and providing good patron service.

Terri McDougal, Head, Children's Services Department attended three major conferences this year, the Children's Literature Conference, Preschoolers Door to Learning, and Managing To Make A Difference. These conferences provided a conglomerate of invaluable information which Terri has been able to bring back to KCPL and share with the staff and pass along to the patrons. These workshops provide current, up-to-date information and an exchange of ideas from many sources to be put to use in the KCPL system and help to capture the interest of young readers with the hope that they will become life-long library users.

Reports of Committees

Nominating Committee - Election of Officers. Mrs. Smith, Chair, reported that the Nominating Committee recommended the following slate of officers for 1990/91:

John L. Ray - President
Frederick Bannerot - First Vice President
Virginia Rugeley - Second Vice President
Linda G. Wright - Secretary/Treasurer
Frederick D. Ranson - Assistant Secretary/Treasurer

There being no nominations from the floor, upon motion of Mrs. Smith, seconded by Dr. Wallace, and unanimously carried, it was moved that the above-named officers be elected by acclamation.

There being no further business, the meeting was adjourned.

John L. Long
President

Linda L. Wright
Secretary